

# **BC OnLine**

## **MH Online**

### **User's Guide**

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# Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:

In the Transaction screen, move to the Search field.

Buttons and other “clickable” items appear in bold. For example:

Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:

Type: BC OnLine

Variable input (that you provide) appears in italic Courier font. For example:

Type your *Password*

System messages (and other screen output) appear in bold Courier font. For example:

**PASSWORD CHANGE COMPLETED**

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

---

## Tip

A way to make your work easier.

---

## Note

Further information about the current subject.

---

## Important

An emphatic note about the current subject.

---

## Caution

An important point that could prevent an inconvenience.

---

## Warning

An important point that could prevent a financial loss, or loss of data.

---

## Folio Tag

The Folio Tag is a 15-character field on each BC OnLine search screen. You can enter a name, number, or alphanumeric to “tag” each search you do. This tag will be printed on your BC OnLine statement. If you pass the cost of BC OnLine searches to your clients, or if your firm has multiple cost centres using the same BC OnLine account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don’t use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field in the upper left-hand corner of the search screen, before you start a search. Type any combination of numbers or letters (up to 15).

When you do multiple transactions using the same folio tag, your statement will group these under each tag you used.

---

### Note

The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client. The Folio field is always blank each time you sign on to BC OnLine.

---

If you don’t need to use folio tags, just leave the Folio field blank.

# Welcome to the MH Online Help System

When you select Manufactured Homes Online from the BC OnLine Main Menu, you will see the MH Online Home Page. Depending on whether you are a BC OnLine customer, a manufacturer, or a qualified supplier, you will see some or all of the blue buttons in the middle of the screen.



Each blue button provides access to one of the system's main functions:

- Search (see page 4) is available to all users.
- Register a Home (see page 13) is available to manufacturers.
- Transport Permits (see page 17) is available to all users.
- Exemption (see page 43) is available to qualified suppliers.
- Transfer Due to a Sale or to a Beneficiary (see page 68) is available to manufacturers and qualified suppliers.
- Transfer Due to Death of a Joint Tenant (see page 121) is available to qualified suppliers.
- Documents Not Filed Online (see page 148) is available to all users.

---

## Note

See Types of MH Online Users on page 150 for more information.

---

The blue sidebar at the left of the screen shows you a map of your progress through the system, along with useful tips and links.

---

## Important

We recommend that you click the yellow What's New button frequently to keep up with the latest news about MH Online.

---

# Search

The Search transaction lets you search the Manufactured Home Registry for records of manufactured homes in BC. This transaction is available to all users.

The Search Introduction screen briefly describes some of the system's features.

Click **Proceed** to continue to the Enter Criteria screen (see page 5).

## Enter Criteria

The screenshot shows a web-based search interface titled "Manufactured Home Registry". At the top right are links for "Search", "Help", and a question mark icon. Below these are "Return" and "Cancel" buttons. The main title is "Search for a Manufactured Home Enter Criteria". There are four horizontal search fields: 1) "MH Number:" with an input field and "MH # Search" button; 2) "Owner Surname:" with three input fields for "First Name:", "Second Name:", and a "Name Search" button; 3) "Organization Name:" with an input field and "Org. Search" button; 4) "Serial Number:" with an input field and "Ser.# Search" button. Below these fields is an "Attention/Ref:" input field. At the bottom are "Return" and "Cancel" buttons.

The Enter Criteria screen provides four search methods. Use *only one* of these criteria to search the Manufactured Home Registry:

- Search by MH Number (see page 5)
- Search by Individual Owner Name (see page 6)
- Search by Organization Owner Name (see page 8)
- Search by Serial Number (see page 9)

If you use the MH Number search and the system finds a matching record, your BC OnLine account will be charged for the search and you will go directly to the View Details screen (see page 12).

If you use any other search, you will go to the Search Selection List (see page 10) where you can choose a record to view.

### Attention/Ref

You can use this field to type a description, Client ID, file number, or any other number to identify this search for your own records (up to 15 characters). Whatever you type here will appear on the printed search results. You can also just leave this field blank. Do not confuse this with the Folio field (whatever you type in the Folio field will appear on your BC OnLine statement).

## **Search by MH Number**

If you know the MH Number, this is the best way to search for a record. This number is issued by the Manufactured Home Registry at the time of initial registration. It should be on a decal or decals affixed to the manufactured home's electrical box and/or to the exterior of the home, on the front, far left of the main entrance, just above the skirting.

### **MH Number**

Type the manufactured home's *registration number* and click **MH # Search**. If the registry contains a record with the number you specified, you will go to the View Details screen (see page 12) and the statutory search fee will be billed to your BC OnLine.

---

### **Tip**

If no records are found to match your search, the **Manufactured Home Number Not On File** warning will appear on the search screen. You can try searching again with different criteria.

---

## Search by Individual Owner Name

### MH Number

If the MH Number is unknown, try searching by owner name.

### Owner Surname

Type the complete owner's *family name*.

### First Name

Type the owner's *given name* (or partial name).

### Second Name

To narrow a search further, optionally type the owner's *second given name* (or part of it).

---

### Tip

You must include both surname and first name, but you may use a partial first name. By using a partial first name, variants of a name are included or excluded (e.g., type DAV to include both "Dave" and "David"). The less you specify as search criteria, the more may be found.

Click **Name Search** to begin the search. If the registry contains records that match the search criteria, the Search Selection List (see page 10) will appear.

If no records are found to match your search, the **NIL SEARCH** warning will appear on the search screen. Start a search again and enter different criteria, or broaden your search. Also try common variations of names, for example, if you receive no results for "William", try "Bill".

## Search by Organization Owner Name

If the manufactured home is owned by a organization rather than by an individual, try searching by organization name (for example, the name of a company). Because partnerships and proprietorships cannot own a home directly, use the proprietor's or partner's name as search criteria.

### Organization Name

Type the *organization name* (or partial name). You must enter at least two characters.

Click **Org. Search** to begin the search. If the registry contains records that match your search criteria, the Search Selection List (see page 10) will appear.

---

### Tip

By using a partial name, you can include or exclude variants of a name. For example, to search for both "Smithco Industries" and "Smithco Holdings", type SMITHCO. The less you specify as search criteria, the more you will find.

---

If no records are found to match your search, the **NIL SEARCH** warning will appear on the search screen. Start a search again and enter different criteria, or broaden your search.

## Search by Serial Number

If the MH Number is unknown, you can look up a manufactured home by its serial number.

### **Serial Number**

Type the manufactured home's *serial number*. Be sure that you have the complete serial number, not just the last 3 or 4 digits. Leave out all punctuation and spaces that appear in the serial number. For example, you would type the serial number AB C-12/345 as ABC12345.

Click **Ser. # Search** to begin the search. If the registry contains records that are similar to your search criteria, the Search Selection List (see page 10) will appear.

---

### **Caution**

Because several manufacturers may have coincidentally used the same serial number, the results of this search can be misleading. There is no industry standard for unique serial numbers. Check the make/model and owner name to confirm that you have found the correct home.

---

If no records are found to match your search, the **NIL SEARCH** warning will appear on the search screen. Start a search again and enter different criteria, or broaden your search.

## Search Selection List

Search for a Manufactured Home Selection List						
Select the record to submit for the full search details, viewing and/or printing. Selecting an individual record will debit the search fee from your BC OnLine account.						
Owner	MH #	Status	Year	Make/Model	Location	Serial #
DEPUTY, DONNA	<a href="#">002336</a>	ACTIVE	1999	HIDE-A-WAY	COMOX	45
DEWELL, ROGER	<a href="#">002376</a>	ACTIVE	2001	DELUXE	VICTORIA	19945A
DEWELL, ROGER	<a href="#">002377</a>	EXEMPT	2000	DELUXE	VICTORIA	16743
DEWELL, ROGER	<a href="#">002376</a>	HISTORIC	2001	DELUXE	VICTORIA	19945A
DEWELL, ROGER	<a href="#">002376</a>	HISTORIC	2001	DELUXE	VICTORIA	19945A
DOCUMENT TRACKING INCORPORATION	<a href="#">002503</a>	ACTIVE	2003	WINFIELD/AB	ANYTOWN	WIN14660304128
DOE, JANE JANET	<a href="#">002471</a>	ACTIVE	2003	CUSTOM	NEW WESTMINSTER	987124A
DOE, JANE JANET	<a href="#">002471</a>	HISTORIC	2003	CUSTOM	NEW WESTMINSTER	987124A
DOE, JOHN JOE	<a href="#">002471</a>	HISTORIC	2003	CUSTOM	NEW WESTMINSTER	987124A
DOE, JOHN WILLIAM	<a href="#">002558</a>	ACTIVE	2004	CUTOM	12	12121
DOE, JOHN WILLIAM	<a href="#">002556</a>	EXEMPT	2004	SAGE CUSTOM	11	12312
DUVAL, CAROL	<a href="#">002512</a>	ACTIVE	2003	ROAD RUNNER SPECIAL	VICTORIA	19251950

Attention/Ref:

[New Search](#) [Cancel](#)

When more than one home matches your search, the Selection List screen appears.

The Selection List shows records sorted by serial number or alphabetically by owner name, depending on the search criteria. Each record includes the owner name, MH Number, home status, year, make/model, location, and serial number.

### Note

Up to this point your BC OnLine account has not been billed. Selecting a record will incur the search fee.

### Attention/Ref

You can use this field to type a description, Client ID, file number, or any other number to identify this search for your own records (up to 15 characters). Whatever you type here will appear on the printed search results. You can also just leave this field blank. Do not confuse this with the Folio field (whatever you type in the Folio field will appear on your BC OnLine statement).

Look at the make/model and owner name to find the home you want to view. If you find what you are looking for, click the MH Number of the home.

You will go to the Search Receipt screen (see page 11).

## Search Receipt

<b>Search for a Manufactured Home Search Receipt</b>
Date: July 28, 2005
Time: 20:39:03
Account Name: SAMPLE SEARCH TEST CO
M.H. Reg Number: 002007
Your BC OnLine account has been debited.
<input type="button" value="Display Search Results"/>
Note: use the print feature of the Acrobat viewer to print your search results.
<input type="button" value="Change Selection"/> <input type="button" value="New Search"/> <input type="button" value="Home"/>

Click **Display Search Results** to View Details of the manufactured home (see page 12).

### Tip

If you are running a popup blocker, you may have to allow popups in order to view the PDF file.

If you don't see what you are looking for, click **Change Selection** to return to the Selection List screen, or click **New Search** to return to the Enter Criteria screen.

## *View Details*

The Search Result appears as a PDF file, showing details of the record you selected.

 BC Registry Services	Mailing Address: PO Box 5431 Sth Prov Govt Victoria BC V8W 9T3 <a href="http://www.bcregistryservices.gov.bc.ca">www.bcregistryservices.gov.bc.ca</a>	Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 387-3055
<b>SEARCH RESULT</b> <i>Manufactured Home Act</i>		
as of October 22, 2007 at 10:09:31		
M.H. Reg: 002457	Current Status: REGISTERED	
Attn/Ref #:		
Searching Party: SAMPLES.SEARCH&DEVL#	Registered Owner(s) _____	
_____	Registered Location _____	
Dealer/Manufacturer: MAGNETIC LUNCH HOMES Street No: 123 Street Name: TEST STREET Town/City: VICTORIA Prov: BC	Description of Manufactured Home _____	
Manufacturer: MAGNETIC LUNCH HOMES Make/Model: MODELMODELMODELMODELMODELMODELMODELMODEL Year: 2003 No. of Sections: 1 Serial No: SERIALSERIALSERIALSE Length: 15 Width: 14 CSA Number: CSANUMBERS CSA Standard: STAN Date of Eng. Eng. Name: Report:		

---

### Note

Use the print feature of the Acrobat viewer to print your search result.

---

To continue, first close the Acrobat window, then:

- click **Change Selection** to return to the Search Selection List screen and select another home record without starting a new search, or
- click **New Search** to enter new criteria and search again, or
- click **Home** to return to the home page.

# Register a Home

---

## Note

If the home has more than 4 sections, it cannot be registered through MH Online, and must be registered directly through the MH Registry.

---

The Registration transaction lets you add a record of a new home to the MH Registry. This transaction is only available to manufacturers.

The introductory Register a Home screen briefly describes some of the system's features.

Click **Proceed** to continue to the Enter Details screen (see page 14).

## Enter Details

**Register a Manufactured Home  
Enter Details**

**Submitting name:** RANDALL HOMES LTD.  
**Address:** 4000 SEYMOUR VICTORIA ,  
BC V8X 4S8  
**Telephone:** 250 387-4539

**Manufacturer:** THE RANDALL

**Make/Model:**

**CSA Number:**  **CSA Standard:**

**Engineer Name:**

**Date of Engineer's Report:**  (CCYYMMMD)

**No. of Sections:**  **Year:**

Serial Number	Length	Width
<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/> ft. <input type="text"/> in.
<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/> ft. <input type="text"/> in.
<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/> ft. <input type="text"/> in.
<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/> ft. <input type="text"/> in.

---

 [Return](#)      [Cancel](#)      [Pay & File](#) 

The manufacturer's profile is used to automatically fill in the information for the submitting name and address and for the manufacturer.

---

### Tip

A CSA Number or an Engineer's name and date are required.

---

#### **Make/Model** (required)

Enter the make/model.

#### **CSA Number**

Enter the CSA approval number.

#### **CSA Standard**

Optionally enter the CSA Standard.

#### **Engineer Name**

Enter the name of the engineer who inspected the home to confirm that it met the CSA standard.

#### **Date of Engineer's Report**

Enter the date of the Engineer's report. For example 2005AUG08. The month is alphabetic characters (not numeric). The day is always two characters, which may require the insertion of a leading zero as in the example.

#### **No. of Sections**

Use the selection list to indicate the number of sections.

**Year**

Use the selection list to indicate the year of manufacture (not the model year).

Serial Number	Length	Width
<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/> ft. <input type="text"/> in.

**Serial Number**

Enter each section's serial number. The serial number must consist of alphanumeric characters only (A to Z and the numbers 0 to 9). Spaces, punctuation, and special characters are not allowed.

**Length and Width**

Enter each section's length and width (in feet and inches).

**Note**

List each section separately. If the serial number is the same for each section, add A, B, C, etc. to the end of the number. If there are more than 4 sections, please contact the MH Registry. See Further Assistance on page 154.

When you click the **Pay & File** button, the home will be registered, and you will continue to the View Summary screen (see page 16).

## *View Summary*

Register a Manufactured Home Summary	
<a href="#">Print</a>	
<b>MH Reg. Number:</b> 002635	
<b>Submitting name:</b> RANDALL HOMES LTD.	
<b>Address:</b> 4000 SEYMOUR VICTORIA, BC V8X 4S8	
<b>Telephone:</b> 250 387-4539	
<b>Manufacturer:</b> THE RANDALL	
<b>Make/Model:</b> STAR	
<b>CSA Number:</b> CSA Standard: A277	
<b>Date of Eng. Report:</b> 2005aug23 <b>Eng. Name:</b> SCOTTY	
Serial No: 12345 Length: 25'0" Width: 10'0"	
 <b>Note:</b> This home is now included in the MH Register.	
 <b>Note:</b> Verification statement and decals will be issued by the MHR.	
<a href="#">Print</a>	
 <a href="#">Register another home</a>	<a href="#">Home</a> 

You have successfully completed the registration. Click **Print** to print a summary of the registration for your records. The print goes directly to your printer, rather than creating an Adobe Acrobat PDF file.

The MH Registry will send the Verification Statement and the official decals. The MH Registration Number shown at the top of the Verification Statement will also appear on the decals.

To continue:

- click **Register another home** to enter details about another home you wish to register, or
- click **Home** to return to the home page.

## **Transport Permits**

The Transport Permits transaction lets you create, amend or re-print transport permits for manufactured homes. If the home is located on a manufacturer's lot or a dealer's lot, this transaction is available to all users. If the home is located elsewhere, this transaction is only available to qualified users.

Use the blue buttons to access different parts of the Transport Permit transaction. You can:

- Create a new Transport Permit. See page 18.
- Amend an existing Transport Permit (if it was created on your account). See page 35.
- Re-Print a Transport Permit (if the original was lost or destroyed). See page 40.

## **Create**

The Create transaction lets you create a new transport permit.

The introductory Transport Permits screen briefly describes some of the system's features.

Click **Proceed** to continue to the Identify Manufactured Home screen (see page 19).

## Identify Manufactured Home

Transport a Home Identify a Manufactured Home	
Manufactured Home Number: <input type="text"/>	
<a href="#">Cancel</a>	<a href="#">Proceed </a>

### Manufactured Home

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

Click **Proceed**.

## Move within a Park

<b>Transport a Home Move Within a Park?</b>	
Is the home moving within the Manufactured Home Park?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>
 <a href="#">Return</a>	<a href="#">Cancel</a>

You will only see this screen if the home is in a manufactured home park.

If the home is moving within a park, click **Yes** (you will go to the Confirm Home Detail Information screen). Otherwise click **No** (you will see the screen below.).

<b>Transport Permit Application Tax Certificates</b>	
<b>Tips.</b>	
Only a Qualified Supplier can issue a Transport Permit for this home. Contact the Manufactured Home Registry for more details.	
 <a href="#">Return</a>	<a href="#">Cancel</a>

Only a Qualified Supplier can issue a Transport Permit for this home. Contact the Manufactured Home Registry for more details. See Further Assistance on page 154.

## Confirm Tax Certificate

<b>Transport a Home Confirm Tax Certificate</b>	
A valid tax certificate is required; it must be issued from the tax authority with jurisdiction over the home, and it must not expire within the next 30 days. To confirm this, enter the expiry date below.	
<input type="text"/> (CCYYMMMD)	
 <a href="#">Return</a>	 <a href="#">Cancel</a>
 <a href="#">Proceed</a> 	

You will only see this screen if the home is *not* located on a manufacturer's lot or a dealer's lot. You must have a valid tax certificate in order to receive a transport permit.

This screen asks you to confirm that you have a tax certificate valid for 30 days from today's date by entering the expiry date. Enter the date in the format CCYYMMMD (for example 2005JUN02).

Click **Proceed**.

## Confirm Home Detail Information

Transport a Home Confirm Home Detail Information		
MH Number:	002222	
Make/Model:	STAR	
Serial No:	123456	
Year:	2000	
<i>Location</i>		
Lot:	1	
Land Dist:	1	
Plan:	2	
Town/City:	FIELD	
Prov:	BC	
<i>Current owners</i>		
Tenancy Type:	JT	
SAGE HILL INC.		
SMITH, MICHAEL		
Do the owners' names as shown above also show as the owners' names in the documentation provided as evidence of the current ownership of <input type="radio"/> Yes <input checked="" type="radio"/> No the home?		
Does the location shown above match the location in the documentation provided? <input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>!</b> Warning: minor inconsistencies, such as a spelling error or a missing street number may be disregarded, but substantial differences, such as different street names or park names may indicate an illegal move, and must be reported to the MHR.		
 <a href="#">Return</a>	<a href="#">Cancel</a>	 <a href="#">Proceed</a> 

Review the information on this screen carefully, checking it against the documentation your client has provided.

### Confirm Owner Names

If the owner names shown on the screen match the owner names in the documentation your client has provided, click **Yes**. If you click **No** you will go to the Current Owners screen (see page 23).

### Confirm Home Location

If the home location shown on the screen matches the location in the documentation your client has provided, click **Yes**. If you click **No** you will go to the Current Location screen (see page 23).

If you answer **Yes** to both questions, you will go to the Type of Move screen on page 26 (or the Enter Move Details screen on page 25 if you indicated the home is moving within a park).

Click **Proceed**.

## **Current Owners**

<b>Transport a Home Current Owners</b>
<p><b>Tips.</b> Check that the MHR Number you have is the correct one for the home for which you wish to issue a transport permit.</p> <p>It is important to ensure that the owner's name(s) match. If the registered owner's name(s) do not match the owner's name(s) on the documentation provided as evidence of the current ownership of the home, then contact the Manufactured Home Registry.</p>
<a href="#"> Return</a> <a href="#"><u>Cancel</u></a>

You will only see this screen if you indicated that the registered owner names did not match the owner names in the documentation your client provided. Until the ownership is resolved, the registry cannot issue a transport permit.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (you may be looking at the wrong home).
- It is important to ensure that the owner name(s) match. If the registered owner name(s) do not match the owner name(s) on the documentation provided as evidence of the current ownership of the home, please contact the Manufactured Home Registry. See Further Assistance on page 154.

## **Current Location**

<b>Transport a Home Current Location</b>
<p><b>Tips.</b> Check that the MHR Number is correct, and matches the home.</p> <p>If the location does not match it is possible that the home has been moved without a transport permit or to a location other than indicated on the transport permit. You will need to complete an 'illegal move' form and submit it to the Registry prior to issuing a transport permit.</p> <p>Alternatively it is possible that a transport permit was issued previously but the home was never moved and the transport permit lapsed. If there is evidence that this is the case then answer "Yes".</p> <p> Warning: minor inconsistencies, such as a spelling error or a missing street number may be disregarded, but substantial differences, such as different street names or park names may indicate an illegal move, and must be reported to the MHR.</p>
<a href="#"> Return</a> <a href="#"><u>Cancel</u></a>

You will only see this screen if you indicated that the registered location did not match the location in the documentation your client provided. Until the location is resolved, the registry cannot issue a transport permit.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (you may be looking at the wrong home).
- If the location does not match, it is possible that the home has been moved without a transport permit or to a location other than indicated on the transport permit. You will need to complete a 'Change in Registered Location' form (FIN713) and submit the paper document to the Registry prior to issuing a transport permit. See Manufactured Home Registry Forms on page 154.
- Alternatively it is possible that a transport permit was issued previously but the home was never moved and the transport permit lapsed. If there is evidence that this is the case then click **Yes**.

---

### **Warning**

Minor inconsistencies, such as a spelling error or a missing street number may be disregarded, but substantial differences, such as different street names or park names may indicate an illegal move, and must be reported to the MHR. See Further Assistance on page 154.

---

## Enter Move Details

**Transport a Home  
Enter Move Details**

**Submitting Name:**

**Address:**

**Telephone No:** 250

Is the home leaving BC? **No**

**New Civic Address of Home**

Street No: 456      Street Name: NEWSTREET  
Town/City: NEWTOWN      Province: BC

**Manufactured Home Park Move Information**

Pad Number:  1  
Park Name: NEWPARK

---

 [Return](#)       [Cancel](#)       [Proceed](#) 

You will only see this screen if you indicated the manufactured home is moving within a park.

A move within a park involves moving from one pad to another pad. The park address stays the same, but the pad number changes. A tax certificate is not required.

Click **Proceed**. You will go to the Transport Receipt screen (see page 33).

## Type of Move

Transport a Home Type of Move	
<b>Is the home moving to</b>	
a dealers lot?	<input type="radio"/>
a manufactured home park (other than a strata park)?	<input type="radio"/>
other land?	<input type="radio"/>
 <a href="#"> Return</a> <a href="#"><u>Cancel</u></a> <a href="#"> Proceed</a>	

Click one of the buttons to indicate where the home is moving to:

- Dealer's Lot See page 27.
- Manufactured Home Park (non-strata) See page 28.
- Other Land (Indian reserve, strata property, strata park, or to any land that requires a legal land description) See page 30.

Click **Proceed**.

## **Dealer's Lot**

**Transport a Home  
Enter Move Details**

**Submitting Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone No:** 250        

Is the home leaving BC?  Yes  No

**New Civic Address of Home**

Street No:  Street Name:   
Town/City:  Province:

**Dealer Lot Move Information**

Dealership Name:

 **Return**    **Cancel**    **Proceed** 

You will see this screen if you indicated that the home is moving to a dealer's lot.

**Submitting Name**

Enter the name of the person who is requesting the transport permit.

**Address**

Enter the civic address of the person who is requesting the transport permit. You must fill in two or more lines.

**Telephone No.**

Enter the phone number of the person who is requesting the transport permit.

---

**Tip**

If you are submitting a transport permit application on behalf of a client, make sure that you enter the *client's* name, address, and telephone number (not your own).

**Home Leaving BC?**

Indicate whether the home is leaving BC by clicking **Yes** or **No**. When a home leaves the province, it becomes exempt from the MH Registry. If the home subsequently returns to BC, it must be re-registered.

**New Civic Address of Home**

Enter the home's new civic address (the civic address of the dealer).

**Dealership Name**

Enter the dealership name (the name of the dealer's lot).

Click **Proceed**.

## **Manufactured Home Park**

Transport a Home Enter Move Details	
Submitting Name:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone No:	250 <input type="text"/> <input type="text"/> <input type="text"/>
Is the home leaving BC? <input type="radio"/> Yes <input type="radio"/> No	
Do the owners own, or have a lease of more than 3 years on, the land where the home will be situated? <input type="radio"/> Yes <input type="radio"/> No	
<b>New Civic Address of Home</b>	
Street No:	<input type="text"/>
Town/City:	<input type="text"/>
Street Name:	<input type="text"/>
Province:	<input type="text"/>
<b>Manufactured Home Park Move Information</b>	
Pad Number:	<input type="text"/>
Park Name:	<input type="text"/>
<a href="#"> Return</a> <a href="#"> Cancel</a> <a href="#"> Proceed</a>	

You will see this screen if you indicated that the home is moving to a manufactured home park.

### **Submitting Name**

Enter the name of the person who is requesting the transport permit.

### **Address**

Enter the civic address of the person who is requesting the transport permit. You must fill in two or more lines.

### **Telephone No.**

Enter the phone number of the person who is requesting the transport permit.

---

### **Tip**

If you are submitting a transport permit application on behalf of a client, make sure that you enter the *client's* name, address, and telephone number (not your own).

---

### **Home Leaving BC?**

To indicate whether the home is leaving BC, click **Yes** or **No**. When a home leaves the province, it becomes exempt from the MH Registry. If the home subsequently returns to BC, it must be re-registered.

### **Confirm Land Status**

To indicate whether the owners of the home also own (or have a lease of more than three years on) the land upon which the home will sit, click **Yes** or **No**.

### **New Civic Address of Home**

Enter the home's new civic address, *except* for a move within a park.

### **Manufactured Home Park Move Information**

Enter the new pad number and park name.

---

**Tip**

For a move within a park, only the pad number and submitting party information can be changed. All other information stays the same.

---

Click **Proceed**.

## **Other Land**

**Transport a Home  
Enter Move Details**

**Submitting Name:**

**Address:**

**Telephone No:**  250

Is the home leaving BC?  Yes  No

Do the owners own, or have a lease of more than 3 years on, the land where the home will be situated?  Yes  No

**New Civic Address of Home**

**Street No:**  **Street Name:**   
**Town/City:**  **Province:**

**Other Move Information**

Indian Reserve   
Strata   
Other

 [Return](#)       [Cancel](#)       [Proceed](#) 

You will see this screen if you indicated that the home is moving someplace other than a dealer's lot or a manufactured home park.

### **Submitting Name**

Enter the name of the person who is requesting the transport permit.

### **Address**

Enter the civic address of the person who is requesting the transport permit. You must fill in two or more lines.

### **Telephone No**

Enter the phone number of the person who is requesting the transport permit.

---

### **Tip**

If you are submitting a transport permit application on behalf of a client, make sure that you enter the *client's* name, address, and telephone number (not your own).

---

### **Home Leaving BC?**

To indicate whether the home is leaving BC, click **Yes** or **No**. When a home leaves the province, it becomes exempt from the MH Registry. If the home subsequently returns to BC, it must be re-registered.

### **Confirm Land Status**

To indicate whether the owners of the home also own (or have a lease of more than three years on) the land upon which the home will sit, click **Yes** or **No**.

### **New Civic Address of Home**

Enter the home's new civic address.

### **Other Move Information**

Indicate whether the home is going to an Indian Reserve, to a strata park, or to some other kind of land.

#### Indian Reserve

**Other Move Information**

Indian Reserve	<input checked="" type="radio"/>
Strata	<input type="radio"/>
Other	<input type="radio"/>

If the home is going to an Indian Reserve, click **Indian Reserve**, then click **Proceed**. You will go to the Indian Reserve Location Details screen (see page 32).

#### Strata

**Other Move Information**

Indian Reserve	<input type="radio"/>
Strata	<input checked="" type="radio"/>
Other	<input type="radio"/>

PID:  -  -

If the home is going to a Strata property, click **Strata**. An input field will appear where you can optionally fill in the PID number before proceeding to the Transport Receipt screen (see page 33). Filling in the PID is the fastest and most accurate way to identify the land.

If you don't fill in the PID, click **Proceed** to go to the Strata Park Legal Land Description screen where you can fill in the property's legal description (see page 32).

#### Other

**Other Move Information**

Indian Reserve	<input type="radio"/>
Strata	<input type="radio"/>
Other	<input checked="" type="radio"/>

PID:  -  -

If the home is going to a non-strata property, click **Other**. An input field will appear where you can optionally fill in the PID number before proceeding to the Transport Receipt screen (see page 33). Filling in the PID is the fastest and most accurate way to identify the land.

If you don't fill in the PID, click **Proceed** to go to the Other Legal Land Description screen where you can fill in the property's legal description (see page 32).

## *Indian Reserve Location Details*

Transport a Home Location Details		
Band Name, Reserve Number and Details:		
<input type="text"/>		
<a href="#">Return</a>	<a href="#">Cancel</a>	<a href="#">Proceed</a>

### **Band Name, Reserve Number and Details**

Enter the Band name, Reserve number, and any other details if applicable.

Click **Proceed**.

## *Strata Park Legal Land Description*

Transport a Home Legal Land Description		
Strata Lot Number: <input type="text"/>		
Land District: <input type="text"/>		
Strata Plan Number: <input type="text"/>		
District Lot: <input type="text"/>	Part of: <input type="text"/>	Section: <input type="text"/>
Township: <input type="text"/>	Range: <input type="text"/>	Meridian: <input type="text"/>
Parcel: <input type="text"/>	Block: <input type="text"/>	
Except Plan: <input type="text"/>		
Park Name/Additional Description: <input type="text"/>		
<input type="text"/>		
<a href="#">Return</a>	<a href="#">Cancel</a>	<a href="#">Proceed</a>

For strata properties, you must indicate the strata **Park Name** and legal land description. The minimum requirements are the **Strata Lot Number**, **Land District**, and **Strata Plan Number** fields.

Click **Proceed**.

## *Other Legal Land Description*

Transport a Home Legal Land Description		
Lot: <input type="text"/>	Land District: <input type="text"/>	Plan: <input type="text"/>
District Lot: <input type="text"/>	Part of: <input type="text"/>	Section: <input type="text"/>
Township: <input type="text"/>	Range: <input type="text"/>	Meridian: <input type="text"/>
Parcel: <input type="text"/>	Block: <input type="text"/>	
Except Plan: <input type="text"/>		
Park Name/Additional Description: <input type="text"/>		
<input type="text"/>		
<a href="#">Return</a>	<a href="#">Cancel</a>	<a href="#">Proceed</a>

For non-strata properties, complete the land description. The minimum requirements are the **Lot**, **Land District**, and **Plan** fields, or the **District Lot** and **Land District** fields.

Click **Proceed**.

## Transport Receipt

<a href="#">Print</a>
<b>Create Transport Permit Transport Receipt</b>
Date: July 15, 2005 Time: 18:21:47 Account Name: SAMPLE SEARCH TEST CO M.H. Reg Number: 002403
Your BC OnLine account has been debited.
<a href="#">Display Transport Permit</a>
Note: use the print feature of the Acrobat viewer to print your search results.
<a href="#"> Create another Transport Permit</a>
<a href="#">Home</a> 

The Transport Receipt displays the date and time, the name of the account that has been debited, and the manufactured home's registration number.

Click **Display Transport Permit** to view your Printable Transport Permit (see page 34).

---

### Tip

If you are running a popup blocker, you may have to allow popups in order to view the PDF file.

---

If you want to print your receipt, use your browser's print function. Refer to the browser's documentation for more information.

To continue:

- click **Create another Transport Permit**, or
- click **Home**, or
- use the menu in the blue bar to the left to select another transaction

## Printable Transport Permit

The Transport Permit appears as a PDF file.

 <b>BC Registry Services</b>	Mailing Address: PO Box 9431 5th Prov Govt Victoria BC V8W 9V3 <a href="http://www.bcregistryservices.gov.bc.ca">www.bcregistryservices.gov.bc.ca</a>	Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 387-3055
<b>TRANSPORT PERMIT</b> <i>Manufactured Home Act</i>		
<b>Registering Party:</b> BRANDY SMITH 1234 BROADWAY AVENUE SUITE #4878 250 333-1234	Date of Issue: 2007-10-12 Expiry Date: 2007-11-11 Permit Number: 00037242	
Under section 17 of the Manufactured Home Act, the Registrar hereby permits the movement of the manufactured home registered under 002520 with Serial Number(s) 23423 to:		
<b>Dealer/Manufacturer:</b> OTTO'S DEALERSHIP Street No: 23 Street Name: VINE STREET Town/City: BURNABY Prov: BC		
<b>CONDITIONS</b>		
<ol style="list-style-type: none"><li>If the manufactured home is permanently placed on a location other than specifically described on the transport permit, the owner must advise the Registrar and provide full details of the location either (a) within 3 days after the manufactured home was transported to the new location or (b) within 3 days after the expiration of the transport permit which ever occurs first.</li><li>This permit expires 30 days after the date of issue. If the manufactured home is NOT MOVED within this time, you must report the physical location of the manufactured home within 3 days after the expiration of the permit.</li><li>This permit may be used for one (1) move only. A new permit must be obtained for subsequent moves.</li><li>Upon leaving British Columbia, this home is Exempted from the Manufactured Home Act. The home is required to be re-registered under the same number if it re-enters the Province of British Columbia.</li></ol>		

### Note

Use the print feature of the Acrobat viewer to print your transport permit.

The permit displays the following information:

- Date of issue.
- Expiry date. The permit expires 30 days after the date of issue. If the home does not move within this period, you must report the physical location of the home to the MH Registry within three days of the expiry date.
- Permit number.
- Location (where the home is going). If you notice an error in the location, you can use the Amend transaction to make a correction.

Please read the important conditions listed at the bottom of the transport permit.

To continue, close the Acrobat window and then:

- click **Create another Transport Permit**, or
- click **Home**, or
- use the menu in the blue bar to the left to select another transaction.

## *Amend*

Use the Amend transaction to change information you entered about the details of the move.

Click **Proceed** to continue to the Identify Manufactured Home screen (see page 36).

## Identify Manufactured Home

Transport a Home Identify a Manufactured Home
<p>Manufactured Home Number: <input type="text"/></p>
<a href="#">Cancel</a> <a href="#">Proceed </a>

### Manufactured Home

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

---

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

---

Click **Proceed**.

## Enter Move Details

**Transport a Home**  
**Enter Move Details**

**Submitting Name:** PARKER FRESON  
**Address:** 1234 6TH AVENUE  
FIELD, B.C.  
  
**Telephone No:** 250 444 1234

Is the home leaving BC? **No**

**New Civic Address of Home**

**Street No:** 123      **Street Name:** LEAFY STREET  
**Town/City:** FIELD      **Province:** BC

**Dealer Lot Move Information**

**Dealership Name:** MURPHY'S TRAILER TOWN

 [Return](#)     [Cancel](#)     [Proceed](#) 

The example above shows details of a move to a dealer's lot.

The fields you see on this Amend screen will depend on the type of move (Dealer's Lot, Manufactured Home Park or Other Land) that was specified when the draft transport permit was created. You can change any details on this screen *except* whether the home is leaving BC.

If you are amending details of a move to Other Land, you will also be able to amend the **Other Move Information** such as Indian Reserve, Strata or Other. The system will display a secondary screen when you click **Proceed**.

## Transport Receipt

[Print](#)

**Create Transport Permit  
Transport Receipt**

Date: October 12, 2007  
Time: 10:53:36  
Account Name: SAMPLES.SEARCH&DEVL#  
M.H. Reg Number: 002520

[Display Transport Permit](#)

Note: use the print feature of the Acrobat viewer to print your search results.

[Amend another Transport Permit](#)

[Home](#)

The Transport Receipt displays the date and time, the name of the account that has been debited, and the manufactured home's registration number.

Click **Display Transport Permit** to view your Printable Transport Permit (see page 39).

**Tip**

If you are running a popup blocker, you may have to allow popups in order to view the PDF file.

If you want to print your receipt, use your browser's print function. Refer to the browser's documentation for more information.

To continue, close the Acrobat window and then:

- click **Amend another Transport Permit**, or
- click **Home**, or
- use the menu in the blue bar to the left to select another transaction.

## Printable Transport Permit

 <b>BC Registry Services</b>	Mailing Address: PO Box 9431 5th Prov Govt. Victoria BC V8W 9V3 <a href="http://www.bcregistryservices.gov.bc.ca">www.bcregistryservices.gov.bc.ca</a>	Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 361-3055
<b>TRANSPORT PERMIT</b> <i>Manufactured Home Act</i>		
<b>Registering Party:</b> BRANDY SMITH 1234 BROADWAY AVENUE SUITE #4878 250 333-1234	Date of Issue: 2007-10-12 Expiry Date: 2007-11-11 Permit Number: 00037242	
Under section 17 of the Manufactured Home Act, the Registrar hereby permits the movement of the manufactured home registered under 002520 with Serial Number(s) 23423 to:		
<b>Dealer/Manufacturer:</b> OTTO'S DEALERSHIP Street No: 23 Street Name: VINE STREET Town/City: BURNABY Prov: BC		
<b>CONDITIONS</b>		
<ol style="list-style-type: none"><li>1. If the manufactured home is permanently placed on a location other than specifically described on the transport permit, the owner must advise the Registrar and provide full details of the location either (a) within 3 days after the manufactured home was transported to the new location or (b) within 3 days after the expiration of the transport permit which ever occurs first.</li><li>2. This permit expires 30 days after the date of issue. If the manufactured home is NOT MOVED within this time, you must report the physical location of the manufactured home within 3 days after the expiration of the permit.</li><li>3. This permit may be used for one (1) move only. A new permit must be obtained for subsequent moves.</li><li>4. Upon leaving British Columbia, this home is Exempted from the Manufactured Home Act. The home is required to be re-registered under the same number if it re-enters the Province of British Columbia.</li></ol>		

The amended Transport Permit shows the corrected information.

---

### Note

Use the print feature of the Acrobat viewer to print your transport permit.

---

To continue, close the Acrobat window and then:

- click **Amend another Transport Permit**, or
- click **Home**, or
- use the menu in the blue bar to the left to select another transaction.

## *Re-Print*

Use this transaction to reprint the Transport Permit if the original was lost or destroyed.

Click **Proceed** to continue to the Identify Manufactured Home screen (see page 41).

## Identify Manufactured Home

Transport a Home Identify a Manufactured Home	
Manufactured Home Number: <input type="text"/>	
<a href="#">Cancel</a>	<a href="#">Proceed </a>

### Manufactured Home

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

Click **Proceed**.

## Transport Receipt

Create Transport Permit Transport Receipt	
<a href="#">Print</a>	
<b>Date:</b> October 12, 2007 <b>Time:</b> 10:53:36	
<b>Account Name:</b> SAMPLES.SEARCH&DEVL#	
<b>M.H. Reg Number:</b> 002520	
<a href="#">Display Transport Permit</a>	
Note: use the print feature of the Acrobat viewer to print your search results.	
<a href="#"> Amend another Transport Permit</a>	<a href="#"> Home</a>

The Transport Receipt displays the date and time, the name of the account that has been debited, and the manufactured home's registration number.

Click **Display Transport Permit** to view your Printable Transport Permit (see page 42).

#### Tip

If you are running a popup blocker, you may have to allow popups in order to view the PDF file.

If you want to print your receipt, use your browser's print function. Refer to the browser's documentation for more information. To continue, close the Acrobat window and then:

- click **Home**, or
- use the menu in the blue bar to the left to select another transaction.

# Printable Transport Permit

 <b>BC Registry Services</b>	Mailing Address: PO Box 9431 5th Prov Govt. Victoria BC V8W 9V3 <a href="http://www.bcregistrieservices.gov.bc.ca">www.bcregistrieservices.gov.bc.ca</a>	Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 361-3055
<b>TRANSPORT PERMIT</b> <i>Manufactured Home Act</i>		
<b>Registering Party:</b> BRANDY SMITH 1234 BROADWAY AVENUE SUITE #4878 250 333-1234	Date of Issue: 2007-10-12 Expiry Date: 2007-11-11 Permit Number: 00037242	
Under section 17 of the Manufactured Home Act, the Registrar hereby permits the movement of the manufactured home registered under 002520 with Serial Number(s) 23423 to:		
<b>Dealer/Manufacturer:</b> OTTO'S DEALERSHIP Street No: 23 Street Name: VINE STREET Town/City: BURNABY Prov: BC		
<b>CONDITIONS</b>		
<ol style="list-style-type: none"><li>If the manufactured home is permanently placed on a location other than specifically described on the transport permit, the owner must advise the Registrar and provide full details of the location either (a) within 3 days after the manufactured home was transported to the new location or (b) within 3 days after the expiration of the transport permit which ever occurs first.</li><li>This permit expires 30 days after the date of issue. If the manufactured home is NOT MOVED within this time, you must report the physical location of the manufactured home within 3 days after the expiration of the permit.</li><li>This permit may be used for one (1) move only. A new permit must be obtained for subsequent moves.</li><li>Upon leaving British Columbia, this home is Exempted from the Manufactured Home Act. The home is required to be re-registered under the same number if it re-enters the Province of British Columbia.</li></ol>		

## Note

Use the print feature of the Acrobat viewer to print your transport permit.

To continue, close the Acrobat window and then:

- click **Reprint another Transport Permit**, or
- click **Home**, or
- use the menu in the blue bar to the left to select another transaction.

# Exemption

---

## Note

This transaction is only available to qualified suppliers.

This transaction is for *residential exemptions only*. Non-residential exemptions are processed at the MHR. A non-residential exemption covers, for example, a home that has been destroyed by fire, or one that has been converted to non-residential use, such as a storage facility.

---

Use the blue buttons to access different parts of the exemption transaction. You can:

- Create - to start an Exemption
- Re-Print - if an exemption order has been lost or destroyed. The re-printed copy will have the words "Duplicate Copy" at the top.

## **Create**

The Create transaction lets you create a new residential exemption.

The introductory screen briefly describes the conditions under which a home may be exempted.

Click **Proceed** to continue to the Identify Manufactured Home screen (see page 45).

## Identify Manufactured Home

Residential Exemption of a Home Identify Manufactured Home		
Manufactured Home Number:	<input type="text"/>	
Attention/Ref:	<input type="text"/>	
<a href="#"> Return</a>		<a href="#"><u>Cancel</u></a>
		<a href="#"><u>Proceed</u> </a>

### Manufactured Home

Enter the MH Number of a home to begin the residential exemption transaction. It is not necessary to enter leading zeroes. Use the Search transaction to locate the MH Number for the home, if need be.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

#### Attention/Ref

If you have any information you would like to record on this filing, you may optionally enter a description or alphanumeric code. Whatever you enter in this field will appear on your Verification Statement.

Click **Proceed**.

## Verify Information

Residential Exemption of a Home Verify Information		
<p>MH Number: 002222 Make/Model: STAR Serial No: 123456 Year: 2000</p>		
<p><i>Location</i></p> <p>Lot: 1 Land Dist: 2 Plan: 2 Street No: 2222 Street Name: 5TH AVENUE Town/City: VANDERHOOF Prov: BC</p>		
<p><i>Current owners</i></p> <p>Tenancy Type: JT SAGE HILL INC. SMITH, MICHAEL</p>		
<p>Do the owners named in the Manufactured Home registry match the information regarding the current ownership of the home on the Application for Residential Exemption? <input type="radio"/> Yes <input type="radio"/> No</p>		
<p>Does the location above match the location information regarding the home on the Application for Residential Exemption? <input type="radio"/> Yes <input type="radio"/> No</p>		
<p><b>⚠ Warning:</b> it is critically important that the people and the land descriptions match the Application for Residential Exemption. Any differences <b>must</b> be resolved.</p>		
<p>Please confirm that you have either one of the following:</p> <ul style="list-style-type: none"><li>• a Land Title Search, dated within one year of today, <b>or</b></li><li>• a pending freehold transfer showing the name and location of the home and showing at least one of the home owners as also being an owner of the land where the home is located.</li></ul>		
<p>To confirm a match between the Legal Land Description on the Land Title Search and the registered home, there must be a corresponding:</p> <ul style="list-style-type: none"><li>• PID <b>or</b></li><li>• lot/land district/plan number <b>or</b></li><li>• District lot/land district</li></ul>		
<p>Does the Legal Land Description on the Land Title Search match the home location? <input type="radio"/> Yes <input type="radio"/> No</p>		
<p>Is there at least one owner on the Land Title Search, or on a pending freehold transfer, that matches the home owner? <input type="radio"/> Yes <input type="radio"/> No</p>		
<a href="#">Return</a>	<a href="#">Cancel</a>	<a href="#">Proceed</a>

Accurate MH Registry data benefits all users. As a qualified supplier, it is your responsibility to ensure the integrity and accuracy of data in the Manufactured Home Register. It is important that you correct any mistakes that you come across.

Please review the information that your clients provide you, paying special attention to the owner name, home location, legal land description, and land title.

**Confirm Owner Names**

If the owner names shown on the screen match the owner names in the Application for Residential Exemption, click **Yes**. If you click **No** you will go to the Current Owners screen (see page 48).

**Confirm Home Location**

If the home location shown on the screen matches the location in the Application for Residential Exemption, click **Yes**. If you click **No** you will go to the Location of Home screen (see page 49).

**Confirm District lot/land district Legal Land Description**

If the legal land description shown in the MH Registry matches the legal land description on the Application for Residential Exemption, click **Yes**. If you click **No** you will go to the Matching Home Location and Legal Land Description screen (see page 50).

**Confirm Land Title**

If at least one owner on the Land Title (or on a pending freehold transfer) matches the owner name on the Application for Residential Exemption, click **Yes**. If you click **No** you will go to the Matching Owners screen (see page 51).

If you answer **Yes** to all of the questions on this screen, you will go to the Signatures (Signed by Registered Owner) screen (see page 52).

Click **Proceed**.

## Current Owners

Residential Exemption of a Home Current Owners	
<p>Prior to a residential exemption being registered you must ensure that the owners shown on the register are listed on the Application for Residential Exemption.</p>	
<p><b>Tips.</b> Check that the MHR number you have is the correct one for the home being exempted.</p>	
<p>Check with your client that they have provided the full legal names of all of the owners. The Manufactured Home Registry requires full legal names of owners. If the Application for Residential Exemption does not have full legal names then it should be corrected. If the register does not show the full legal name seek confirmation that the owner listed on the Application for Residential Exemption and the registered owner are one and the same person(s).</p>	
<p>If an owner has changed their name then seek documentary evidence to ensure that the person is one and the same as the registered owner.</p>	
<p>If the home is owned by an organization and the name is incorrect there may have been</p> <ul style="list-style-type: none"><li>• a name change. Seek documentary evidence to ensure that the entity is one and the same as the registered owner.</li><li>• a merger/amalgamation. Seek documentary evidence to ensure that the organization is the legal owner.</li></ul>	
<p>If the registered owners and the owners seeking residential exemption are not the same contact the MH registry for advice.</p>	
 <a href="#">Return</a>	 <a href="#">Cancel</a>

You will only see this screen if you indicated that the registered owner names did *not* match the owner names in the Application for Residential Exemption.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (you may be looking at the wrong home).
- Check with your client that they have provided the full legal names of all of the owners. The Manufactured Home Registry requires full legal names of owners. If the Application for Residential Exemption does not have full legal names then it should be corrected. If the register does not show the full legal name seek confirmation that the owner listed on the Application for Residential Exemption and the registered owner are one and the same person(s).
- If an owner has changed their name then seek documentary evidence to ensure that the person is one and the same as the registered owner.
- If the home is owned by an organization and the name is incorrect there may have been
  - a name change. Seek documentary evidence to ensure that the entity is one and the same as the registered owner.
  - a merger/amalgamation. Seek documentary evidence to ensure that the organization is the legal owner.
- If the registered owners and the owners seeking residential exemption are not the same contact the MH Registry for advice. See Further Assistance on page 154.

## **Location of Home**

<b>Residential Exemption of a Home Location of Home</b>	
<p>Prior to a residential exemption being registered you must ensure that the location of the home shown on the Application for Residential Exemption matches the Registered location.</p> <p><b>Tips.</b> Check that the MHR number you have is the correct one for the home being exempted.</p> <p>Check with your client that the location of the home as supplied is correct. This must include</p> <ul style="list-style-type: none"><li>• the civic address <b>and</b></li><li>• the legal land description</li></ul> <p>If the location information is incorrect then it is possible that the home has been moved without a transport permit. You will need to complete an 'Illegal move' form and submit to the Registry prior to registering your residential exemption.</p> <p>Alternatively it is possible that a transport permit was issued previously but the home was never moved and the transport permit lapsed. If this is the case please contact the Registry to get the location corrected before proceeding with the exemption.</p>	
<a href="#"> <b>Return</b></a>	<a href="#"><b>Cancel</b></a>

You will only see this screen if you indicated that the registered location did *not* match the location in the Application for Residential Exemption.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (you may be looking at the wrong home).
- Check with your client that the location of the home as supplied is correct. This must include
  - the civic address **and**
  - the legal land description
- If the location information is incorrect then it is possible that the home has been moved without a transport permit. You will need to complete a "Change in Registered Location" form (FIN713) and submit it to the Registry prior to registering your residential exemption. See Manufactured Home Registry Forms on page 154.
- Alternatively it is possible that a transport permit was issued previously but the home was never moved and the transport permit lapsed. If this is the case please contact the Registry to get the location corrected before proceeding with the exemption. See Further Assistance on page 154.

## **Matching Home Location and Legal Land Description**

<b>Residential Exemption of a Home Matching Home Location and Legal Land Description</b>	
<p>Prior to a residential exemption being registered you must ensure that the registered location of the home matches the Legal Land Description on the Land Title Search.</p> <p>This means that any one of the following three conditions must be met</p> <p>1. The Parcel Identifier matches <b>or</b> 2. The lot and the land district and the plan number all match <b>or</b> 3. The District lot and the land district match.</p> <p>If there is insufficient information held on the Manufactured Home Registry to allow a match, then MHR records are incorrect. To correct the record, do one of the following:</p> <ul style="list-style-type: none"><li>• If the error is minor, e.g. a lot number does not match, then a public amendment will be required, and may be filed through the MHR by submitting a letter or a public amendment form, "Application to Correct the Manufactured Home Register", form FIN 735 <b>or</b></li><li>• If there is a significant mismatch of information, e.g. an illegal move, then a different process must be followed by working directly with the MHR. Please contact the MHR for more information.</li></ul>	
<a href="#"> <b>Return</b></a>	<a href="#"><b>Cancel</b></a>

You will only see this screen if you indicated that the legal land description in the land title search did *not* match the location in the Application for Residential Exemption.

Here are a few things to try before you contact the Manufactured Home Registry.

- Prior to a residential exemption being registered you must ensure that the registered location of the home matches the Legal Land Description on the Land Title Search.
- This means that any one of the following three conditions must be met:
  1. The Parcel Identifier matches **or**
  2. The lot and the land district and the plan number all match **or**
  3. The District lot and the land district match.
- If there is insufficient information held on the Manufactured Home Registry to allow a match, then MHR records are incorrect. To correct the record, do one of the following:
  - If the error is minor, e.g. a lot number does not match, then a public amendment will be required, and may be filed through the MHR by submitting a letter or a public amendment form, "Application to Correct the Manufactured Home Register", form FIN735. See Manufactured Home Registry Forms on page 154 **or**
  - If there is a significant mismatch of information, e.g. an illegal move, then a different process must be followed by working directly with the MHR. Please contact the MHR for more information. See Further Assistance on page 154.

## Matching Owners

<b>Residential Exemption of a Home Matching Owners</b>
<p>To register an exemption, it is important to ensure that at least one of the owners of the home also owns, or will own, the land the house is on. The owner's name, as shown on the MH Registry, must also show as the registered owner or pending owner of the land in a land title search.</p> <p>If an owner has changed his/her name, then you must seek documentary evidence to ensure that the person is one and the same as the registered owner. For example, if a woman has been married or divorced and changed her name, and the name on record has not been updated, then a certificate or other legal document must be sought to demonstrate the name change.</p> <p>If the home is owned by an organization and the name is incorrect, then there may have been:</p> <ul style="list-style-type: none"><li>• a name change of the organization; you must seek documentary evidence (i.e. "Certificate of Name Change") to ensure that the entity is one and the same as the registered owner <b>or</b></li><li>• a merger or other amalgamation; you must seek documentary evidence to ensure that the organization is the legal owner.</li></ul>
<a href="#"> Return</a> <a href="#">Cancel</a>

You will only see this screen if you indicated that *no* owner on the Land Title Search or on a pending freehold transfer matches the owner name in the Application for Residential Exemption.

Here are a few things to try before you contact the Manufactured Home Registry.

- To register an exemption, it is important to ensure that at least one of the owners of the home also owns, or will own, the land the house is on. The owner's name, as shown on the MH Registry, must also show as the registered owner or pending owner of the land in a land title search.
- If an owner has changed his/her name, then you must seek documentary evidence to ensure that the person is one and the same as the registered owner. For example, if a woman has been married or divorced and changed her name, and the name on record has not been updated, then a certificate or other legal document must be sought to demonstrate the name change.
- If the home is owned by an organization and the name is incorrect, then there may have been:
  - a name change of the organization; you must seek documentary evidence (i.e. "Certificate of Name Change") to ensure that the entity is one and the same as the registered owner **or**
  - a merger or other amalgamation; you must seek documentary evidence to ensure that the organization is the legal owner.

If you cannot answer these questions, or if you need assistance in doing so, please contact the MH Registry. See Further Assistance on page 154.

## Signatures (Signed by Registered Owner)

Residential Exemption of a Home Signatures	
Owner: SAGE HILL INC.	
Has the Application for Residential Exemption been signed by the registered owner of the home? If the registered owner is an organization the person with signing authority must sign.	
<input type="button" value="Yes"/>	<input type="button" value="No"/>
<a href="#">Return</a>	<a href="#">Cancel</a>
<a href="#">Proceed</a>	

If all registered owners have signed the Application for Residential Exemption, click **Yes**. You will go to the Witness Information screen (see page 52).

If you click **No** you will go to the Signatures (Signed by Authorized Signatory) screen (see page 57).

### ***Witness Information***

The Application for Residential Exemption must be signed by the registered owner or a legal representative of the registered owner.

The system has two ways of dealing with witness information, described below in:

- Owner is an Individual on page 53
- Owner is an Organization on page 54.

## Owner is an Individual

Residential Exemption of a Home Witness Information	
Owner: SMITH, PAT	
Has the document been witnessed for this owner? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Enter witness name, address and occupation	
Name of witness:	<input type="text"/>
Address of witness:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Occupation of witness:	<input type="text"/> <input type="text"/>
<a href="#"> Return</a> <a href="#"> Cancel</a> <a href="#"> Proceed</a> <a href="#"></a>	

The owner name appears at the top of the screen.

### Confirm Document Witnessed

If the document has been witnessed for this owner, click **Yes**. If you click **No** you will go to the Witness Information screen (see page 55).

#### Name of Witness

Enter the name of the witness.

#### Address of Witness

Enter the address of the witness on two lines for clarity.

For example:

123 MAIN STREET  
DUNCAN BC V9L 3N2

---

#### Note

The witness address cannot be a mailing address (it must be a physical location).

---

#### Occupation of Witness

Enter the occupation of the witness.

For multiple owners, the system carries the witness name, address and occupation over to the next screen. You can leave the information if it is correct, or change it if necessary.

Click **Proceed**.

## Owner is an Organization

**Residential Exemption of a Home  
Authorization**

Owner: SAGE HILL INC.

Are you satisfied that the residential exemption has been executed correctly for this organization (e.g. appropriate signatories, company in legal good standing, etc.)?  Yes  No

Has the document been witnessed for this owner?  Yes  No

Enter witness name, address and occupation

Name of witness: \_\_\_\_\_  
Address of witness: \_\_\_\_\_  
Occupation of witness: \_\_\_\_\_

[Return](#) [Cancel](#) [Proceed](#)

The owner name appears at the top of the screen.

### **Confirm Residential Exemption Executed Correctly**

If the residential exemption has been executed correctly for this organization, click **Yes**. If you click **No** you will go to the Not Correctly Executed for Company screen.

### **Confirm Document Witnessed**

If the document has been witnessed for this owner, click **Yes**. If you click **No** you will go to the Witness Information screen.

#### **Name of Witness**

Enter the name of the witness.

#### **Address of Witness**

Enter the address of the witness on two lines for clarity.

For example:

123 MAIN STREET  
DUNCAN BC V9L 3N2

---

#### **Note**

The witness address cannot be a mailing address (it must be a physical location).

---

#### **Occupation of Witness**

Enter the occupation of the witness.

For multiple owners, the system carries the witness name, address and occupation over to the next screen. You can leave the information if it is correct, or change it if necessary.

Click **Proceed**.

## *Not Correctly Executed for Company*

<b>Residential exemption of a home Not Correctly Executed for Company</b>
<p>If the residential exemption order has not been correctly executed on behalf of a company then it cannot be registered. Please take the necessary actions to rectify this situation before registering the exemption.</p>
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated that the registered exemption order has *not* been correctly executed on behalf of a company in the Application for Residential Exemption.

Please take the necessary actions to rectify this situation before registering the exemption. If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## *Witness Information*

<b>Residential Exemption of a Home Witness Information</b>
<p>All owner signatures must be witnessed. The exemption can not be processed until the signatures have been witnessed.</p>
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated the document was *not* witnessed correctly for this owner.

All owner signatures must be witnessed. The exemption can not be processed until the signatures have been witnessed.

If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## **Personal Property Liens**

You will see one of these screens if the home has outstanding liens registered in the Personal Property Register. Which screen you see will depend on the type of lien that is registered.

<b>Residential Exemption of a Home Personal Property Liens</b>			
<p>It has not been possible to exempt the home due to outstanding liens registered in the Personal Property Register.</p> <p>Details of the liens can be found by doing a Personal Property Register search.</p> <p>All liens must be discharged before a home can be exempted from the register.</p> <p><b>or</b></p> <p>If you have letters of consent from secured parties please enter the base registration numbers for the related liens, then click proceed.</p> <p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/></p> <tr><td style="text-align: left;"><a href="#"> Return</a></td><td style="text-align: center;"><a href="#"><u>Cancel</u></a></td><td style="text-align: right;"><a href="#"> Proceed</a></td></tr>	<a href="#"> Return</a>	<a href="#"><u>Cancel</u></a>	<a href="#"> Proceed</a>
<a href="#"> Return</a>	<a href="#"><u>Cancel</u></a>	<a href="#"> Proceed</a>	

If you see the screen above and you have letters of consent from the secured parties, you can enter each lien's *base registration number* in the fields provided. If you do not have letters of consent, you will not be able to proceed until the liens are discharged.

<b>Residential Eemption of a Home Personal Property Liens</b>			
<p>It has not been possible to submit an exemption due to outstanding liens registered in the Personal Property Register. Family Maintenance, Family Relations, BC Second Mortgage and Land Tax Deferment Liens stop exemptions.</p> <p>Details of the liens can be found by doing Personal Property Register search.</p> <p>All liens must be removed before the exemption can be submitted.</p> <tr><td style="text-align: left;"><a href="#"> Exempt another home</a></td><td style="text-align: center;"><a href="#"><u>Home</u></a></td><td style="text-align: right;"><a href="#"> Help</a></td></tr>	<a href="#"> Exempt another home</a>	<a href="#"><u>Home</u></a>	<a href="#"> Help</a>
<a href="#"> Exempt another home</a>	<a href="#"><u>Home</u></a>	<a href="#"> Help</a>	

If you see the screen above, you will not be able to proceed until the liens are discharged.

## Signatures (Signed by Authorized Signatory)

Residential Exemption of a Home Signatures	
Owner: SAGE HILL INC.	
Has the Application for Residential Exemption been signed by someone with the authority to act on behalf of the registered owner (e.g. power of attorney or representation agreement)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
 <a href="#">Return</a>	<a href="#">Cancel</a>

If the Application for Residential Exemption was signed by someone with legitimate authority to act on behalf of the registered owner, click **Yes** to go to the Authorized to Sign screen (see page 57). If you click **No** you will go to the Signatures (Authorization Required) screen (see page 62).

### ***Authorized to Sign***

The Application for Residential Exemption must be signed by the registered owner or a legal representative of the registered owner.

The system has two ways of dealing with authorization information, described below in:

- Owner is an Individual on page 58
- Owner is an Organization on page 59.

## Owner is an Individual

**Residential Exemption of a Home  
Authorized to Sign**

Owner: SMITH, JOHN

If the document has been executed on behalf of an owner, then a legal opinion on the validity of the power used is required and this type of transaction can only be submitted by a lawyer or notary.

If you are NOT a lawyer or notary,  
or  
if you do not have the proper documentation,  
then click [here](#) to exit.

If you are a lawyer or notary, then by what power was the signatory authorised?

power of attorney   
representation agreement   
committee

Has the document been witnessed for this owner?  Yes  No

Enter witness name, address and occupation

Name of witness:

Address of witness:

Occupation of witness:

[Return](#)    [Cancel](#)     [Proceed](#)

Carefully follow the instructions in the top part of the screen, indicating whether you are a lawyer or a notary.

### **Confirm Signature was Authorized**

If you are a lawyer or a notary, indicate the power by which the signatory was authorized to sign the document.

### **Confirm Application has been Witnessed**

If the Application for Residential Exemption has been witnessed correctly, click **Yes**. If you click **No** you will go to the Witness Information screen (see page 60).

Enter the witness address on two lines for clarity. For example:

123 MAIN STREET  
DUNCAN BC V9L 3N2

Click **Proceed**.

## Owner is an Organization

**Residential Exemption of a Home  
Authorized to Sign**

Owner: SAGE HILL INC.

If the document has been executed on behalf of an owner, then a legal opinion on the validity of the power used is required and this type of transaction can only be submitted by a lawyer or notary.

If you are NOT a lawyer or notary,  
or  
if you do not have the proper documentation,  
then click [here](#) to exit.

If you are a lawyer or notary, then by what power was the signatory authorised?

power of attorney   
representation agreement   
committee

Are you satisfied that the residential exemption has been executed correctly for this organization (e.g. appropriate signatories, company in legal good standing, etc.)?  Yes  No

Has the document been witnessed for this owner?  Yes  No

Enter witness name, address and occupation

Name of witness:

Address of witness:

Occupation of witness:

[Return](#)    [Cancel](#)    [Proceed](#)

Carefully follow the instructions in the top part of the screen, indicating whether you are a lawyer or a notary.

### **Confirm Signature was Authorized**

If you are a lawyer or a notary, indicate the power by which the signatory was authorized to sign the document.

### **Confirm Application has been Executed Correctly**

If you are satisfied that the Application for Residential Exemption has been executed correctly, click **Yes**. If you click **No** you will go to Not Correctly Executed for Company the screen (see page 60).

### **Confirm Application was Witnessed**

If the Application for Residential Exemption has been witnessed correctly, click **Yes**. If you click **No** you will go to the Witness Information screen (see page 60).

Enter the witness address on two lines for clarity. For example:

123 MAIN STREET  
DUNCAN BC V9L 3N2

Click **Proceed**.

## *Not Correctly Executed for Company*

<b>Residential exemption of a home Not Correctly Executed for Company</b>
<p>If the residential exemption order has not been correctly executed on behalf of a company then it cannot be registered. Please take the necessary actions to rectify this situation before registering the exemption.</p>
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated you were not satisfied that the residential exemption was executed correctly for this organization.

Please take the necessary actions to rectify this situation before registering the exemption. If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## *Witness Information*

<b>Residential Exemption of a Home Witness Information</b>
<p>All owner signatures must be witnessed. The exemption can not be processed until the signatures have been witnessed.</p>
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated you were not satisfied that the residential exemption was witnessed correctly for this individual or organization.

All owner signatures must be witnessed. The exemption can not be processed until the signatures have been witnessed.

If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## **Personal Property Liens**

You will see one of these screens if the home has outstanding liens registered in the Personal Property Register. Which screen you see will depend on the type of lien that is registered.

**Residential Exemption of a Home  
Personal Property Liens**

It has not been possible to exempt the home due to outstanding liens registered in the Personal Property Register.

Details of the liens can be found by doing a Personal Property Register search.

All liens must be discharged before a home can be exempted from the register.

**or**

If you have letters of consent from secured parties please enter the base registration numbers for the related liens, then click proceed.

1.   
2.   
3.

[Return](#)      [Cancel](#)       [Proceed](#)

If you see the screen above and you have letters of consent from the secured parties, you can enter each lien's *base registration number* in the fields provided. If you do not have letters of consent, you will not be able to proceed until the liens are discharged.

**Residential Exemption of a Home  
Personal Property Liens**

It has not been possible to submit an exemption due to outstanding liens registered in the Personal Property Register. Family Maintenance, Family Relations, BC Second Mortgage and Land Tax Deferment Liens stop exemptions.

Details of the liens can be found by doing Personal Property Register search.

All liens must be removed before the exemption can be submitted.

[Exempt another home](#)      [Home](#)

If you see the screen above, you will not be able to proceed until the liens are discharged.

## **Signatures (Authorization Required)**

<b>Residential Exemption of a Home Signatures</b>
The Application for Residential Exemption must be signed by the registered owner or a legal representative of the registered owner.
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated you were not satisfied that the Application for Residential Exemption as signed by the registered owner or a legal representative of the registered owner.

If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## Submit

Residential Exemption of a Home Submit	
<p>MH Number: 002130 Make/Model: X Serial No: X Year: 1990</p>	
<p>Location Add Desc: HAIDA,2,DETAILS Street No: 222 Street Name: BORDER STREET Town/City: NANOOSÉ Prov: BC</p>	
<p>Current owners Tenancy Type: SO SAGE HILL INC.</p>	
<p>On behalf of SAMPLE SEARCH TEST CO , I, [REDACTED] certify that the information given on this Exemption and in any documents attached is correct, complete and meets the requirements of the <i>Manufactured Home Act</i> and Regulations.</p>	
<a href="#">Return</a>	<a href="#">Cancel</a>
<a href="#">Pay &amp; File</a>	

Before you submit the Application for Residential Exemption, review this screen carefully to ensure that all the information is correct.

### Certification

If everything is correct, enter your name to certify that you have checked the information and all accompanying documents.

When you click the **Pay & File** button, the exemption will be registered and you will no longer be able to change it. The Printable Exemption Order will be displayed on your screen (see page 64).

## Printable Exemption Order

 <b>BC Registry Services</b>	<p>Mailing Address: PO Box 9431 9th Prov Govt Victoria BC V8W 9V3 <a href="http://www.bcregsyservices.gov.bc.ca">www.bcregsyservices.gov.bc.ca</a></p> <p>Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 387-3055</p>
<p style="text-align: center;"><b>EXEMPTION ORDER</b></p> <p style="text-align: center;"><i>Manufactured Home Act</i> <b>(RSBC 2003) Chapter 75</b></p> <p><b>I ORDER</b>, under section 21 of the <i>Manufactured Home Act</i>, that the manufactured home registered under number 002601 be exempt from the Act. The exemption was processed under document registration number 00037245.</p> <p>If this manufactured home is to be moved from the land noted below or a person buying it wishes to have his/her ownership registered in the Manufactured Home Registry, this order expires. I must be notified and the registration of this manufactured home must be restored.</p> <p>At the time of exemption the manufactured home was owned by</p> <p style="text-align: center;">SMITH, JOHN ROBERT</p> <p>and located on land described as:</p> <p style="text-align: center;">EXAMPLE NAME AND NUMBER 234 GREENLEAF, BURNABY, BC</p> <p><i>Issued on my behalf on October 12, 2007</i></p> <p style="text-align: center;">RON TOWNSHEND <i>Registrar</i> <i>Manufactured Home Registry</i> PROVINCE OF BRITISH COLUMBIA CANADA</p> <p style="text-align: right;"><a href="#">Print</a></p> <p style="text-align: left;"><a href="#"> Create another exemption</a>      <a href="#"> Home</a> <a href="#"></a></p>	

Click **Print** to print the Exemption order on your printer.

To continue:

- click **Create another Exemption**, or
- click **Home** to return to the Residential Exemption main screen, or
- select another transaction type from the menu in the blue sidebar on the left.

## *Re-Print*

After you have filed an exemption order, you can reprint a duplicate exemption order within 30days.

Click **Proceed** to continue to the Identify Manufactured Home screen (see page 66).

## Identify Manufactured Home

Transport a Home Identify a Manufactured Home	
Manufactured Home Number: <input type="text"/>	
<a href="#">Cancel</a>	<a href="#">Proceed</a> 

### Manufactured Home

Enter the MH Number of a home to begin the residential exemption transaction. It is not necessary to enter leading zeroes. Use the Search transaction to locate the MH Number for the home, if need be.

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#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

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Click Proceed.

## Exemption Order (Duplicate Report)

<p style="text-align: center;"><b>Residential exemption of a home Exemption order</b></p>	
THIS IS A DUPLICATE	
<a href="#">Print</a>	
 <b>BC Registry Services</b>	Mailing Address: PO Box 9431 Bdn Prov Govt Victoria BC V8W 9V3 <a href="http://www.bcregistryservices.gov.bc.ca">www.bcregistryservices.gov.bc.ca</a>
	Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 387-3055
<b>EXEMPTION ORDER</b>	
<i>Manufactured Home Act (RSBC 2003) Chapter 75</i>	
<p><b>I ORDER</b>, under section 21 of the <i>Manufactured Home Act</i>, that the manufactured home registered under number 002666 be exempt from the Act. The exemption was processed under document registration number 00034842.</p>	
<p>If this manufactured home is to be moved from the land noted below or a person buying it wishes to have his/her ownership registered in the Manufactured Home Registry, this order expires. I must be notified and the registration of this manufactured home must be restored.</p>	
<p>At the time of exemption the manufactured home was owned by</p>	
SMITH, JOHN	
<p>and located on land described as:</p>	
LOT 12 12 LAND DISTRICT, PLAN 12 323 VINE STREET, KAMLOOPS, BC	
<p><i>Issued on my behalf on October 18, 2007</i></p>	
RON TOWNSHEND <i>Registrar</i> <i>Manufactured Home Registry</i> PROVINCE OF BRITISH COLUMBIA CANADA	
<a href="#">Print</a>	
<a href="#">Reprint another exemption</a>	<a href="#">Home</a>

The words "THIS IS A DUPLICATE" appear at the top of a reprinted exemption order.

Click **Print** to print the duplicate Exemption Order.

To continue:

- click **Re-print Another Exemption**, or
- click **Home** to return to the Residential Exemption main screen, or
- select another transaction type from the menu in the blue sidebar on the left.

# Transfer Due to a Sale or to a Beneficiary

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## Note

This transaction is only available to manufacturers and qualified suppliers.

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The Bill of Sale Transfer transaction lets you transfer a home when a sale has taken place or when ownership transfers from an estate to a beneficiary or a third party.

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## Tip

Other than the Transfer Due to Death of a Joint Tenant (see page 121) transaction, that can also be done through MH Online, all other transfers must be submitted to the MHR. For example, transfers due to a repossession or related to death, including putting the home into the name of an Executor or Administrator.

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Use the blue buttons to access different parts of the transfer transaction. You can:

- Draft New Transfer - draft a new transfer document. See page 69.
- Verify Draft - verify the draft (by entering owner's names again). See page 100.
- Amend Draft - amend the draft transfer document (if necessary). See page 103.
- Print Draft - print a draft (to review with a client, or to keep a copy for your records). See page 107.
- Delete Draft - delete the draft transfer document (if, for example, a client informs you that the transfer is no longer needed). See page 110.
- Submit - submit the transfer document for registration. At this point, the owner information is updated at the MH Registry, your BC OnLine account is billed, and you can print your verification statement. See page 113.
- Re-Print - re-print the verification statement (if the original was lost or destroyed). See page 118.

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## Note

Note that you may only amend or delete draft transfers. Once the transfer has been submitted, you may no longer amend or delete it.

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## *Draft New Transfer*

Click **Proceed**. You will go to the Identify Manufactured Home screen (see page 70).

## Identify Manufactured Home

<b>Transfer Due to a Sale or to a Beneficiary</b> <b>Identify Manufactured Home</b>		
<b>Manufactured Home Number:</b> <input type="text"/>		
<b>Attention/Ref:</b> <input type="text"/>		
 <a href="#">Return</a>	 <a href="#">Cancel</a>	 <a href="#">Proceed</a> 

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

#### Attention/Ref

If you have any information you would like to record on this filing, you may optionally enter a description or alphanumeric code. Whatever you enter in this field will appear on your Verification Statement.

#### Note

Manufacturers may only transfer homes that they own. Once home ownership has been transferred, they can no longer create a transfer for the home.

Click **Proceed**.

## Verify Identity

Transfer Due to a Sale or to a Beneficiary Verify Identity		
<p>MH Number: 002403 Make/Model: DELUXE Serial No: 41167511 Year: 2001</p>		
<p>Location Park Name: GREEN Pad: 12 Street No: 1234 Street Name: FIELD Town/City: WHITE ROCK Prov: BC</p>		
<p>Current owners Tenancy Type: JT SMITH, JOHN JONES, DON</p>		
<p>The current location information from the MH Registry is shown above. <input type="radio"/> Yes <input checked="" type="radio"/> No Does this location match the location for the home given on the Notice to Transfer or Change Ownership form?</p>		
<p>The current ownership information from the MH Registry is shown above. <input type="radio"/> Yes <input checked="" type="radio"/> No Do the registered owner(s) shown above match the information regarding the current ownership of the home on the bill of sale?</p>		
 <a href="#">Return</a>	<a href="#">Cancel</a>	 <a href="#">Proceed</a> 

Accurate MH Registry data benefits all users. As a qualified supplier, it is your responsibility to ensure the integrity and accuracy of data in the Manufactured Home Register. It is important that you correct any mistakes that you come across.

Please review the information that you have been provided with, paying special attention to the home's location and ownership.

### Confirm Location

If the home location shown on the screen matches the location on the Notice to Transfer or Change Ownership form, click **Yes**. If you click **No** you will go to the Location of Home screen (see page 72).

### Confirm Ownership

If the owner names shown on the screen match the owner names on the bill of sale, click **Yes**. If you click **No** you will go to the Current Owners screen (see page 74).

If you answered **Yes** to both questions, you will be able to specify the Type of Transfer (see page 76).

Click **Proceed**.

## **Location of Home**

### **Transfer of Ownership Location of Home**

Prior to a transfer of ownership being registered you must ensure that the location of the home matches the Register.

**Tips.**

Check that the MHR number you have is the correct one for the home being transferred.

Check with your client that the location of the home as supplied is correct. This must include

- the civic address  
**and**
- the MH park name and pad number **or** the legal land description **or** manufacturer/dealers lot **or** Indian reserve details.

if either

- the civic address is incorrect or incomplete  
**or**
- the pad or park name is incorrect or incomplete  
**or**
- the legal land description is incorrect or incomplete  
**or**
- Indian reserve details are incorrect or incomplete

**and** home has not moved

complete an 'application to correct the Manufactured Home Register' form and fax to the Registry. This will need to be processed before the transfer can be registered.

If the location information is incorrect then it is possible that the home has been moved without a transport permit. You will need to complete an 'illegal move' form and submit to the Registry prior to registering your transfer.

 [Return](#)

[Cancel](#)

You will only see this screen if you indicated that the registered location did *not* match the location in the Notice to Transfer or Change Ownership.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (you may be looking at the wrong home).
- Check with your client that the location of the home as supplied is correct. This must include
  - the civic address **and**
  - the MH park name and pad number **or** the legal land description **or** manufacturer/dealers lot **or** Indian reserve details.
- If any of the following conditions is true:
  - the civic address is incorrect or incomplete **or**
  - the pad or park name is incorrect or incomplete **or**
  - the legal land description is incorrect or incomplete **or**
  - Indian reserve details are incorrect or incomplete
- **and** the home has not moved, complete an "Application to Correct the Manufactured Home Register" form (FIN735) and fax it to the Registry. See Manufactured Home Registry Forms on page 154. This will need to be processed before the transfer can be registered.
- If the location information is incorrect then it is possible that the home has been moved without a transport permit. You will need to complete a "Change in Registered Location" form (FIN713) and submit it to the Registry prior to registering your transfer. See Manufactured Home Registry Forms on page 154.

If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## **Current Owners**

### **Transfer of Ownership Current Owners**

Prior to a transfer of ownership being registered you must ensure that the owners shown on the register are listed as the sellers of the home. In all cases the sellers names must exactly match the registered owners.

#### **Tips.**

Check that the MH number you have is the correct one for the home being transferred.

Check with your client that they have provided the full legal name of the seller. The Manufactured Home Registry requires full legal names of owners. If the Bill of Sale does not have full legal names then it must be corrected. If the register does not show the full legal name, seek confirmation that the seller and the registered owner are one and the same person.

If the seller has changed their name then seek documentary evidence to ensure that the person is one and the same as the registered owner.

If the home is owned by an organization and the name is incorrect there may have been

- a name change. Seek documentary evidence to ensure that the entity is one and the same as the registered owner.
- a merger/amalgamation. Seek documentary evidence to ensure that the organization is the legal owner.

If the registered owners and the sellers are not the same contact the MH registry for advice.

 [Return](#)

[Cancel](#)

You will only see this screen if you indicated that the registered owner names did *not* match the owner names in the Notice to Transfer or Change Ownership.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (you may be looking at the wrong home).
- Prior to a transfer of ownership being registered, you must ensure that the owners shown on the register are listed as the sellers of the home. In all cases the sellers names must exactly match the registered owners.
- Check that the MH number you have is the correct one for the home being transferred.
- Check with your client that they have provided the full legal name of the seller. The Manufactured Home Registry requires full legal names of owners. If the Bill of Sale does not have full legal names then it must be corrected. If the register does not show the full legal name, seek confirmation that the seller and the registered owner are one and the same person.
- If the seller has changed their name then seek documentary evidence to ensure that the person is one and the same as the registered owner.
- If the home is owned by an organization and the name is incorrect there may have been
  - a name change. Seek documentary evidence to ensure that the entity is one and the same as the registered owner.
  - a merger/amalgamation. Seek documentary evidence to ensure that the organization is the legal owner.
- If the registered owners and the sellers are not the same contact the MH Registry for advice. See Further Assistance on page 154.

## Type of Transfer

Transfer Due to a Sale or to a Beneficiary Type of Transfer	
Some types of bill of sale transfers must be registered directly with the MHR, and can not be completed online. Please answer the following series of questions to determine the type of transfer.	
Is this a transfer to a beneficiary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any beneficiaries not shown on transfer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you have written consent from any beneficiaries not shown on transfer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are <b>all</b> current owners selling their interests?	<input type="button" value="Yes"/> <input type="button" value="No"/>
<a href="#"> Return</a> <a href="#"><u>Cancel</u></a>	

Check the boxes to answer Yes or No to the three beneficiary questions. Depending on your answers, further questions may appear.

If all owners are selling their interest in the home, click the **Yes** button. You will go to the Signature on Bill of Sale (Signed by Registered Owner) screen (see page 80).

If one or more owners are remaining as registered owners, click **No**. Depending on the type of ownership, you will go to the:

- Adding Owners screen (see page 78) or
- Type of Transfer - Add or Remove Owners screen (see page 78) or
- Refer to MHR screen (see page 79).

## Type of Transfer - Add or Remove Owners

<b>Transfer of Ownership Type of Transfer</b>
If some of the current owners are transferring their interests to the remaining owners <a href="#">click here</a> .
<b>or</b>
If new owners are being added to the current set of owners <a href="#">click here</a> .
If your transfer deals with lessor & lessees or is not covered by the above situations then please contact the Manufactured Home Registry.
<a href="#"> Return</a> <a href="#"><u>Cancel</u></a>

If some of the current owners are transferring their interests to the remaining owners, click the first hyperlink on the screen. You will go to the Removing Owners screen (see page 78).

If new owners are being added to the current set of owners, click the second link. You will go to the Adding Owners screen (see page 78).

If the transfer deals with lessor and lessees or is not covered by the above situations, contact the MH Registry for advice. See Further Assistance on page 154.

## **Removing Owners**

Transfer of Ownership Removing Owners	
Indicate which owners are to be removed:	
<b>Owner</b>	<b>Indicate which owners are to be removed:</b>
SAGE HILL INC.	<input type="checkbox"/>
SMITH, MICHAEL	<input type="checkbox"/>
<a href="#">Return</a> <a href="#">Cancel</a> <a href="#">Proceed</a> 	

This screen lists all currently registered owners.

Click one or more (but not all) of the registered owners to remove them from the register.

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### **Note**

You must leave **at least one** owner.

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Click **Proceed**. You will go to the Signature on Bill of Sale (Signed by Registered Owner) screen (see page 80).

## **Adding Owners**

Transfer of Ownership Adding Owners	
How many new owners are being added? <input type="text"/>	
<a href="#">Return</a> <a href="#">Cancel</a> <a href="#">Proceed</a> 	

**How many new owners are being added?**

Enter the number of new owners you are adding.

Click **Proceed** to go to the Signature on Bill of Sale (Signed by Registered Owner) (see page 80).

## **Refer to MHR**

<b>Transfer of Ownership Refer to MHR</b>	
<p>The tenancy structure you are trying to register cannot be accommodated by the online system. This transfer will need to be sent to the Manufactured Home Registry for filing.</p> <p>Please send documents and fee to:</p> <p>Manufactured Home Registry PO Box 9431 Stn Prov Govt Victoria, B.C. V8W 9V3</p>	
<a href="#"> <b>Return</b></a>	<a href="#"><b>Cancel</b></a>

If the tenancy structure you are trying to register cannot be accommodated by the online system, contact the MH Registry for advice. See Further Assistance on page 154.

## Signature on Bill of Sale (Signed by Registered Owner)

Transfer of Ownership Signature on Bill of Sale	
Owner: SMITH, JOHN	
Has the bill of sale been signed by the registered owner of the home? If <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No the registered owner is an organization the persons with signing authority must sign.	
 <a href="#">Return</a>	<a href="#">Cancel</a>

The owner name appears at the top of the screen.

If the owner has signed the bill of sale, click **Yes**. You will go to the Authorization screen (see page 80).

If you click **No**, you will go to the Signature on Bill of Sale (Signed by Authorized Signatory) screen (see page 84).

### **Authorization**

The system has two ways of dealing with authorization, described below in:

- Owner is an Individual (see page 81)
- Owner is an Organization (see page 82)

## Owner is an Individual

Transfer of Ownership Authorization	
Owner: SMITH, JOHN	
Has the bill of sale been witnessed for this owner? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Enter witness name, address and occupation:	
Name of witness:	<input type="text"/>
Address of witness:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Occupation of witness:	<input type="text"/>
<a href="#"> Return</a> <a href="#"> Cancel</a> <a href="#"> Proceed </a>	

The owner name appears at the top of the screen.

### Confirm Bill of Sale Witnessed

If the bill of sale has been witnessed for this owner, click **Yes**. If you click **No** you will go to the Signature not Witnessed screen (see page 83).

#### Name of Witness

Enter the name of the witness.

#### Address of Witness

Enter the address of the witness on two lines for clarity.

For example:

123 MAIN STREET  
DUNCAN BC V9L 3N2

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#### Note

The witness address cannot be a mailing address (it must be a physical location).

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#### Occupation of Witness

Enter the occupation of the witness.

For multiple owners, the system carries the witness name, address and occupation over to the next screen. You can leave the information if it is correct, or change it if necessary.

If you answered **Yes** to the question you will go to the Specify Transfer Details screen (see page 88).

Click **Proceed**.

## Owner is an Organization

**Transfer of Ownership  
Authorization**

Owner: SAGE HILL INC.

Are you satisfied that the bill of sale has been executed correctly for this organization (e.g. appropriate signatories, company is active on the Corporate Register etc.)?  Yes  No

Has the bill of sale been witnessed for this owner?  Yes  No

Enter witness name, address and occupation:

Name of witness: [Text Box]  
Address of witness:  
[Text Box]  
[Text Box]  
[Text Box]  
Occupation of witness: [Text Box]

[Return](#)    [Cancel](#)    [Proceed](#)

The owner name appears at the top of the screen.

### **Confirm Bill of Sale Executed Correctly**

If the bill of sale has been executed correctly for this organization, click **Yes**. If you click **No** you will go to the Not Correctly Executed for Company screen (see page 83).

### **Confirm Bill of Sale Witnessed**

If the bill of sale has been witnessed for this owner, click **Yes**. If you click **No** you will go to the Signature not Witnessed screen (see page 83).

#### **Name of Witness**

Enter the name of the witness.

#### **Address of Witness**

Enter the address of the witness on two lines for clarity.

For example:

123 MAIN STREET  
DUNCAN BC V9L 3N2

---

#### **Note**

The address cannot be a mailing address (it must be a physical location).

---

#### **Occupation of Witness**

Enter the occupation of the witness.

For multiple owners, the system carries the witness name, address and occupation over to the next screen. You can leave the information if it is correct, or change it if necessary.

If you answered **Yes** to both questions, you will go to the Specify Transfer Details screen (see page 88).

Click **Proceed**.

## *Not Correctly Executed for Company*

<b>Transfer of Ownership Not Correctly Executed for Company</b>
<p>The document must be signed by a person with the legal authority to sign on behalf of the organization. If the bill of sale has not been signed by this person, then this transfer can not be processed.</p> <p>Also, when the bill of sale was signed, the registered society or corporation must have been in good standing with the BC Corporate Registry. If the organization was not in good standing, then a court order must be obtained, or the corporation must be restored before the transfer may be processed.</p>
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated the bill of sale has *not* been executed correctly for this organization.

The document must be signed by a person with the legal authority to sign on behalf of the organization. If the bill of sale has not been signed by this person, then this transfer can not be processed.

Also, when the bill of sale was signed, the registered society or corporation must have been in good standing with the BC Corporate Registry. If the organization was not in good standing, then a court order must be obtained, or the corporation must be restored before the transfer may be processed.

For more information, contact the MH Registry. See Further Assistance on page 154.

## *Signature not Witnessed*

<b>Transfer of Ownership Signature not Witnessed</b>
<p>All signatures for owners selling an interest must be correctly witnessed. The transfer cannot be drafted until the signatures have been witnessed.</p>
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated the bill of sale was *not* correctly witnessed for this owner.

All signatures for owners selling an interest must be correctly witnessed. The transfer cannot be drafted until the signatures have been witnessed.

For more information, contact the MH Registry. See Further Assistance on page 154.

## Signature on Bill of Sale (Signed by Authorized Signatory)

Transfer of Ownership Signature on Bill of Sale	
Owner: SMITH, JOHN	
Has the bill of sale been signed by someone with the authority to act on behalf of the registered owner (e.g. power of attorney or representation agreement)?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
 <a href="#">Return</a>	 <a href="#">Cancel</a>

If the bill of sale was signed by someone with legitimate authority to act on behalf of the registered owner, click **Yes**. You will go to the Authorized to Sign on Behalf of Owner screen (see page 85).

If you click **No** you will go to the Authorization Required screen (see page 84).

### **Authorization Required**

Transfer of Ownership Authorization	
The bill of sale must be signed by the registered owner or someone authorized to sign on his/her behalf. The transfer can not proceed until the bill of sale is signed and signature witnessed.	
 <a href="#">Return</a>	 <a href="#">Cancel</a>

You will only see this screen if you indicated the bill of sale was *not* signed by someone with authority to act on behalf of the registered owner.

The bill of sale must be signed by the registered owner or someone authorized to sign on his/her behalf. The transfer can not proceed until the bill of sale is signed and signature witnessed.

If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## **Authorized to Sign on Behalf of Owner**

<p style="text-align: center;"><b>Transfer of Ownership</b> <b>Authorized to Sign on Behalf of Owner</b></p>		
Owner: SAGE HILL INC.		
<p>If the transfer application has been executed on behalf of the home owner, then a legal opinion of the validity of the power by which the signatory was authorized is required. This opinion may only be submitted by a lawyer or notary.</p>		
<p>If you are NOT a lawyer or notary, then please exit by clicking <a href="#">here</a>.</p>		
<p>If you ARE a lawyer or notary, then by what power was the signatory authorized?</p>		
<p>power of attorney <input type="radio"/></p>		
<p>representation agreement <input type="radio"/></p>		
<p>committee <input type="radio"/></p>		
<p>receiver <input type="radio"/></p>		
<p>writ of seizure and sale <input type="radio"/></p>		
<p>Click <a href="#">here</a> to exit and seek relevant authority if transfer application has not been correctly executed on behalf of the owner.</p>		
<p>Has the bill of sale been witnessed for this owner? <input type="radio"/> Yes <input type="radio"/> No</p>		
<p>Enter witness name, address and occupation:</p>		
<p>Name of witness: <input type="text"/></p>		
<p>Address of witness: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>		
<p>Occupation of witness: <input type="text"/></p>		
<a href="#">Return</a>	<a href="#">Cancel</a>	<a href="#">Proceed</a>

This screen is for use by lawyers or notaries only. If you are *not* a lawyer or a notary, click the blue link to exit.

Before completing a transfer of ownership, ensure that the people who are registering the transfer have the authority to do so.

### **Confirm Transfer is Authorized**

If you *are* a lawyer or a notary, click one of the radio buttons to indicate by which power the signatory is authorized to sign on behalf of the owner.

If the registered owner is a corporation or a society, ensure that it is in good legal standing with the Corporate Register. Either have your client provide you with the current Corporate Register search, or search the Corporate Register yourself. If you are not sure, click the blue link to exit and seek relevant authority before returning to this screen.

If the registered owner is an organization other than a corporation or a society, have your client provide proof that they are authorized to sign the bill of sale.

### **Confirm Bill of Sale has been Witnessed**

All bills of sale must be witnessed by an independent third party. If the bill of sale has been witnessed correctly for this owner, click Yes. If you click No you will go to the Signature not Witnessed screen (see page 87).

### **Name of Witness**

Enter the name of the witness.

**Address of Witness**

Enter the address of the witness on two lines for clarity.

For example:

123 MAIN STREET  
DUNCAN BC V9L 3N2

---

**Note**

The witness address cannot be a mailing address (it must be a physical location).

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**Occupation of Witness**

Enter the occupation of the witness.

For multiple owners, the system carries the witness name, address and occupation over to the next screen. You can leave the information if it is correct, or change it if necessary.

If you answered **Yes** to the question, you will go to the Specify Transfer Details screen (see page 88).

Click **Proceed**.

### *Signature not Witnessed*

<b>Transfer of Ownership Signature not Witnessed</b>
All signatures for owners selling an interest must be correctly witnessed. The transfer cannot be drafted until the signatures have been witnessed.
 <a href="#">Return</a>  <a href="#">Cancel</a>

You will only see this screen if you indicated the bill of sale was not correctly witnessed for this owner.

All signatures for owners selling an interest must be correctly witnessed. The transfer cannot be drafted until the signatures have been witnessed.

For more information, contact the MH Registry. See Further Assistance on page 154.

## Specify Transfer Details

**Transfer of Ownership  
Specify Transfer Details**

MH Number: 002403  
Make/Model: DELUXE  
Serial No: 41167511 Year: 2001

Is the manufactured home located on land that the new homeowners own, or on which they have a registered lease of 3 years or more?  Yes  No

Declared value of Home (Market/Assessed): \$  .00

Consideration:

Date of execution of the Bill of Sale:  (CCYYMMDD)

Do you wish to register  
a sole ownership  (one person owns the home)  
a joint tenancy   
tenants in common

For more help on tenancy types click [here](#).

 [Return](#)       [Cancel](#)       [Proceed](#) 

Examine the MH Number, make/model, serial number, and year of manufacture to make sure that you have the correct home.

### Confirm Land Status for Tax Purposes

If the home is located on land that the homeowners own, or on which the homeowners have a registered lease of three years or more, click **Yes**. Otherwise, click **No**. This helps BC Assessment to assess the home for tax purposes.

### Declared value of Home (Market/Assessed)

Indicate the declared value of the home. This may or may not be the same as the actual sale value.

### Consideration

If the home is selling for its declared value, leave the consideration field set as it is. If the consideration is **not** the same as the declared value, you can type over this amount and specify the consideration, for example "\$1 plus love and affection."

### Date of execution of the Bill of Sale

The date of execution is the date that the purchaser becomes the legal owner of the home.

Indicate the nature of the new ownership sole owner, joint tenancy, or tenants in common, by clicking one of the radio buttons:

- Sole Ownership (see page 89)
- Joint Tenancy (see page 89)
- Tenants in Common (see page 89)

---

### Note

If your tenancy structure cannot be accommodated by the online system please contact the Manufactured Home Registry. See Further Assistance on page 154.

---

Click **Proceed**.

## **Sole Ownership**

Do you wish to register a sole ownership <input checked="" type="radio"/> (one person owns the home) a joint tenancy <input type="radio"/> tenants in common <input type="radio"/>
---

A sole ownership applies when the home is owned by a single individual or organization.

When you click **Proceed**, you will go to the New Owner Names screen (see page 92).

## **Joint Tenancy**

Do you wish to register a sole ownership <input type="radio"/> (one person owns the home) a joint tenancy <input checked="" type="radio"/> Number of tenants: <input type="text"/> tenants in common <input type="radio"/>
---

If you are registering a joint tenancy, indicate the number of tenants, then click **Proceed**.

---

### **Tip**

You must enter 2 or more tenants. See Tenancy Types on page 91 for more information.

The system presents a New Owner Names screen for each joint tenant you specified (see page 92).

## **Tenants in Common**

Do you wish to register a sole ownership <input type="radio"/> (one person owns the home) a joint tenancy <input type="radio"/> tenants in common <input checked="" type="radio"/> Number of groups: <input type="text"/>
--

If you are registering tenants in common, indicate the number of groups, then click **Proceed**.

---

### **Tip**

You must enter 2 or more groups. See Tenancy Types on page 91 for more information.

The system presents a Register Tenants in Common screen for each group you specify (see page 90).

## *Register Tenants in Common*

<b>Transfer of Ownership Register Tenants in Common</b>
Tenants in common: Group 1
Number of owners in group: <input type="text"/>
This group owns a fractional interest of: <input type="text"/> / <input type="text"/>
<a href="#"> Return</a> <a href="#"><u>Cancel</u></a> <a href="#"><u>Proceed</u> </a>

Indicate how many owners are in each group, and state each owner's fractional interest.

### **Tip**

For example, a group of three people might own 1/2 interest in a home. This would be shown as:

Number of owners in group: 3

This group owns a fractional interest of: 1 / 2

### **Number of owners in group**

Enter the number of owners in this group.

### **This group owns a fractional interest of**

Enter the fractional interest owned by this group. Enter one number in each box. You don't need to enter the forward slash.

Click **Proceed**. You will go to the New Owner Names screen (see page 92).

## **Tenancy Types**

- **Sole ownership** - this applies when the home is owned by a single individual or organization.
- **Joint tenancy** - This applies when the home is jointly owned by a number of individuals or organizations or some combination of the two. Upon the death of an owner, the remaining owners obtain the deceased party's share of the manufactured home.
- **Tenants in common** - This applies when the home is owned by a number of groups or individuals or organizations or some combination of the two (where a group could consist of a single owner) and each group of owners has the right to dispose of their share independent of the other owner groups and will be disposed of as part of the estate in the case of a death.
  - Each group will hold a certain share of the home. To record this it is necessary to express this as some number of a total number of equal shares. For example if the home is owned by two owner groups each of whom owns half of the home this can be seen as each group holding 1 of 2 shares. If the home is owned by two groups but one holds two thirds and one holds the other third this can be expressed as the first holding 2 of 3 shares and the second holding 1 of 3 shares.
  - The total number of shares in a home must be entered when the number of owner groups is entered. Then the number of shares each group owns can be entered when the details of each group are gathered.

If your tenancy structure cannot be accommodated by the online system please contact the Manufactured Home Registry. See Further Assistance on page 154.

## New Owner Names

<b>Transfer of Ownership New Owner Names</b>	
Tenants in common: Group 1 Owner No. 1	
It is very important to ensure that the home is registered in the full legal name of an individual or organization.	
To enter details for an individual click <a href="#">here</a> .	
To enter details for an organization click <a href="#">here</a> .	
 <a href="#">Return</a>	<a href="#">Cancel</a>

For joint tenants or tenants in common, the tenancy type and group/owner number appear at the top of the screen.

Owners of a manufactured home can be individuals or organizations. You must provide a name and address for each new owner.

Click either the individual or the organization link to proceed.

- Owner is an Individual (see page 93)
- Owner is an Organization (see page 94)

## **Owner is an Individual**

### New Owner Name and Address

**Transfer of Ownership**  
**New Owner Name and Address**

**Owner's Last Name:**

**First Name:**

**Second Name:**

**Additional Names:**

The additional name field is used when a person has more than 2 given names. Do not use this field for Mr., Mrs., Ms or Miss.

**Mailing Address:**

**Postal code:**

**Phone Number:**  250

---

 [Return](#)       [Cancel](#)       [Proceed](#) 

Fill in the new owner's legal name.

**Owner's Last Name**

Enter the new owner's last name.

**First Name**

Enter the new owner's first name.

**Second Name**

Optionally enter a second name.

**Additional Names**

If the new owner has more than one middle name, or if they use a suffix (e.g., Sr. or jr.) you can enter these here.

---

**Tip**

Do not use the Additional Names field to enter Mr, Mrs, or Ms.

---

Fill in the new owner's mailing address and telephone number.

---

**Tip**

If there is more than one owner, the system will automatically fill in the mailing address and contact information that was entered for the first owner. Change the contact information if it is different for this owner than for the previous owner.

---

Click **Proceed**. If there are more owners, the system will ask you to enter details about each of them. When you have provided information about all the owners, you will go to Draft Summary screen (see page 99).

## ***Owner is an Organization***

### New Owner Name (Type of Organization)

Transfer of Ownership New Owner Name	
Choose the type of organization:	
A BC corporation or an extra provincial corporation registered in BC	<input type="radio"/>
A society or co-op registered in BC	<input type="radio"/>
An Indian Band	<input type="radio"/>
A public body	<input type="radio"/>
A partnership	<input type="radio"/>
A sole proprietorship	<input type="radio"/>
Not registered in BC	<input type="radio"/>
<a href="#">④ Return</a> <a href="#">Cancel</a> <a href="#">Proceed ▶</a>	

Select the appropriate organization type:

- Registered Corporation (see page 95)
- Society or Cooperative (see page 96)
- Indian Band (see page 97)
- Public Body (see page 97)
- Partnership or Sole Proprietorship (see page 98)
- Non-registered Organization (see page 98)

Select the appropriate organization type, then click **Proceed**.

---

#### **Note**

It is very important to ensure that the home is registered to the full legal name of an organization.

---

## *Registered Corporation*

<b>Transfer of Ownership Registered Corporation</b>		
If the new owner is incorporated in British Columbia please enter the incorporation number.		
Type: <input type="button" value="BC"/>	Incorporation No.: <input type="text" value=" "/>	<input type="button" value="Check Name"/>
<input type="button" value="Return"/>	<input type="button" value="Cancel"/>	

### **Type**

Use the Type list box to indicate the company type. The selections for a **corporation** are:

- **BC** (BC company)
- **A** (extra-provincial company registered in BC)
- **C** (company continued in from another jurisdiction)

### **Incorporation No**

If the new owner is incorporated in British Columbia, enter the 7-digit incorporation number.

Click **Check Name** to search the Corporate Register database to validate the Incorporation Number you entered. The system will display the name of the company if it is active on the register.

<b>Transfer of Ownership Registered Corporation</b>		
If the new owner is incorporated in British Columbia please enter the incorporation number.		
Type: <input type="button" value="BC"/>	Incorporation No.: <input type="text" value="9999999"/>	<input type="button" value="Check Name"/>
Name: GREGOIR'S JEWELLERS LTD. If this is the correct corporation fill out the address information below and proceed - if not check the incorporation number and re-enter.		
<b>Mailing Address:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>Postal code:</b> <input type="text"/>		
<b>Phone Number:</b> <input type="text"/> <input type="text"/> <input type="text"/>		
<input type="button" value="Return"/>	<input type="button" value="Cancel"/>	<input type="button" value="Proceed"/>

Fill in the mailing address and telephone number, then click **Proceed**.

## Society or Cooperative

Transfer of Ownership Registered Society or Co-op		
If the new owner is incorporated in British Columbia please enter the incorporation number.		
Type: <input type="text" value="S"/>	Incorporation No.: <input type="text"/>	<input type="button" value="Check Name"/>
<input type="button" value="Return"/>	<input type="button" value="Cancel"/>	

### Type

Use the Type list box to indicate the type of society or cooperative. The selections for a **society or cooperative** are:

- **S** (society)
- **CP** (cooperative)
- **XS** (extra-provincial registered society)
- **XCP** (extra-provincial registered cooperative)

### Incorporation No

Enter the Incorporation Number. This is the number that appears on the company's *Certificate of Incorporation*.

Click **Check Name** to search the Corporate Register database to validate the Incorporation Number you entered. The system will display the name of the society or co-op if it is active on the register.

Transfer of Ownership Registered Society or Co-op		
If the new owner is incorporated in British Columbia please enter the incorporation number.		
Type: <input type="text" value="S"/>	Incorporation No.: <input type="text" value="444444"/>	<input type="button" value="Check Name"/>
Name: CANADIAN ACADEMY OF MEDICAL EDUCATION If this is the correct corporation fill out the address information below and proceed - if not check the incorporation number and re-enter.		
Mailing Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Postal code: <input type="text"/>		
Phone Number: <input type="text" value="250"/> <input type="text"/> <input type="text"/>		
<input type="button" value="Return"/>	<input type="button" value="Cancel"/>	<input type="button" value="Proceed"/>

Fill in the mailing address and telephone number, then click **Proceed**.

## *Indian Band*

Transfer of Ownership Indian Band		
Name:	<input type="text"/>	
Mailing Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Postal code:	<input type="text"/>	
Phone Number:	250	<input type="text"/> <input type="text"/>
For help with Indian Bands/First Nations click <a href="#">here</a> to access the relevant website.		
 <a href="#">Return</a>	 <a href="#">Cancel</a>	 <a href="#">Proceed</a> 

Enter the name, mailing address, and telephone number of the Indian Band, then click **Proceed**.

For Indian Band names, see the website First Nation Profiles:  
<http://sdiprod2.inac.gc.ca/FNProfiles/>.

## *Public Body*

Transfer of Ownership Public Body		
Name:	<input type="text"/>	
Mailing Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Postal code:	<input type="text"/>	
Phone Number:	250	<input type="text"/> <input type="text"/>
 <a href="#">Return</a>	 <a href="#">Cancel</a>	 <a href="#">Proceed</a> 

This screen should not be used for BC-incorporated or BC-registered companies, societies, or co-ops. Enter the name, mailing address, and telephone number of the Public Body, then click **Proceed**.

## *Partnership or Sole Proprietorship*

<b>Transfer of Ownership</b> <b>Refer to MHR</b>
<p>Registered owners of a manufactured home can not be a Proprietorship, Partnership or Limited Partnership. The home needs to be registered in the name of the proprietor or partners. Click <a href="#">here</a> to return to the tenancy selection screen and enter the appropriate tenancy structure.</p> <p>If you require further information, please refer to the help system.</p>
<a href="#"> Return</a> <a href="#"> Cancel</a>

You cannot register a home in the name of a partnership or a proprietorship. You must register in the name of the partner or proprietor.

## *Non-registered Organization*

<b>Transfer of Ownership</b> <b>Non-Registered Organization</b>
<p>Name: <input type="text"/></p> <p>Mailing Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Postal code: <input type="text"/></p> <p>Phone Number: <input type="text"/> 250 <input type="text"/> <input type="text"/></p>
<a href="#"> Return</a> <a href="#"> Cancel</a> <a href="#"> Proceed</a>

This screen is used for incorporated entities that are not registered in BC. Enter the name, mailing address, and telephone number of the non-registered organization, then click **Proceed**.

## Draft Summary

<a href="#">Print</a>	
<b>Transfer of Ownership Draft Summary</b>	
<p>The following draft transfer showing details of new ownership has been created on September 07, 2005 at 15:13:10.</p> <p><i>MH Number:</i> 002129 <i>Make/Model:</i> BEST <i>Serial No.:</i> 1    <i>Year:</i> 1990</p> <p><i>Date of execution of the transfer instrument:</i> 2005OCT23</p> <p><i>Own Land:</i> Y <i>Declared value:</i> \$20000.00 <i>Consideration:</i> \$20000.00 <i>Tenancy Type:</i> SOLE OWNER</p> <p><i>Name:</i> STANICH, STANLEY <i>Address:</i> 1234 8TH AVENUE BURNABY, B.C. B2B 2B2</p> <p>Reminder: By the time of submission you must ensure all Liens that will stop the transfer have been removed. To check for Liens, search the Personal Property Registry.</p>	
<a href="#">Print</a>	
<a href="#"> Create another draft transfer</a>	<a href="#">Home</a> <a href="#"></a>

You have completed drafting the transfer. Your draft will remain on the system for 30 days, during which time you can verify the owner's names (see Verify Draft on page 100), print the draft (see Print Draft on page 107), or amend any errors (see Amend Draft on page 103).

If, for some reason, your client instructs you that the transfer will **not** be completed, please delete the draft (see Delete Draft on page 110).

---

### Note

By the time of submission, you must ensure that all encumbrances to transfer have been removed. To check for encumbrances use the PPR & MH Registry Searches.

---

To continue:

- click **Create another draft transfer**, or
- click **Home**, or
- use the menu in the blue bar to the left to select another transaction.

## ***Verify Draft***

Use this transaction to verify a draft transfer.

Click **Proceed**. You will go to the Identify Manufactured Home screen (see page 101).

## Identify Manufactured Home

<b>Transfer of Ownership</b> <b>Identify Manufactured Home</b>
Manufactured Home Number: <input type="text"/>
<a href="#">Cancel</a> <a href="#">Proceed </a>

### Manufactured Home

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

Click **Proceed**.

## Verify Owner Name(s)

<b>Transfer of Ownership</b> <b>Verify Owner Name(s)</b>
Re-enter the owner name.
Owner id: 1
Last Name: <input type="text"/>
First Name: <input type="text"/>
Second Name: <input type="text"/>
Additional Names: <input type="text"/>
<a href="#">Return </a> <a href="#">Cancel</a> <a href="#">Proceed </a>

To verify that you have entered the owner names correctly, you can enter the names a second time and let the system compare the two entries.

For individual owners, enter the **Last Name**, **First Name**, **Second Name** and **Additional Names**.

#### Tip

If the new owner has more than one middle name, or if they use a suffix (e.g., Sr. or jr.) you can enter these in the Additional Names field. Do not use the Additional Names field to enter Mr, Mrs, or Ms.

For organizations, enter the **Organization Name**.

Click **Proceed**. If the spellings differ, the system will display both versions. You can make the correction in the Verify Owner Name(s) screen and then click **Proceed** again. You will go to the Summary of Verified Draft screen (see page 102).

If the original draft is incorrect, you must go into the Amend Draft transaction to make the correction (see page 103).

## **Summary of Verified Draft**

### **Transfer of Ownership Summary of Verified Draft**

You have successfully verified this draft transfer.

This screen confirms that you have successfully verified a draft transfer.

To continue:

- click **Verify another draft transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

## *Amend Draft*

The Amend transaction lets you correct errors that were made during the Draft stage of the transfer.

Click **Proceed**. You will go to the Identify Manufactured Home screen (see page 104).

## Identify Manufactured Home

Transfer of Ownership Identify Manufactured Home	
Manufactured Home Number:	<input type="text"/>
Attention/Ref: <input type="text"/>	
<a href="#">Cancel</a>	<a href="#">Proceed </a>

### Manufactured Home

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

#### Attention/Ref

If you have any information you would like to record on this filing, you may optionally enter a description or alphanumeric code. Whatever you enter in this field will appear on your Verification Statement.

Click Proceed.

## Amend Transfer Details

Transfer of Ownership Amend Transfer Details	
The following information was entered as a draft.	
MH Number: 002430 Make/Model: STAR Serial No: 1 Year: 2002	
Date of execution of the transfer instrument: <input type="text" value="2005OCT30"/>	
Own Land: <input checked="" type="radio"/> Yes <input type="radio"/> No Declared value: \$ <input type="text" value="20000"/> ,00	
Consideration: <input type="text" value="\$20000.00"/>	
Tenancy Type: JOINT TENANCY	
Name:	<u>WILL SMITH</u>
Address:	1234 7TH AVENUE NORTH VANCOUVER, B.C. V2V 2V2
Name:	<u>MINISTRY OF HEALTH</u>
Address:	1234 5TH AVENUE VICTORIA, B.C. V2V 2V2
<a href="#">Return </a>	<a href="#">Cancel</a>
<a href="#">Amend </a>	

You can amend all the information that you entered, except the Tenancy Type. To change the tenancy type, you will need to delete the draft and start over. Click an owner name to Amend Ownership Details (see page 105).

---

**Tip**

If you change the Declared Value, make sure to check the Consideration field to see that it is correct (it is not automatically updated).

---

Click **Amend** to complete the transaction. You will go to the Summary of Amended Draft screen (see page 106).

### **Amend Ownership Details**

The screenshot shows a form titled "Transfer of Ownership Amend Ownership Details". It contains fields for "Owner's Last Name", "First Name", "Second Name", and "Additional Names". Below these is a note: "The additional name field is used when a person has more than 2 given names. Do not use this field for Mr., Mrs., Ms or Miss.". There are fields for "Mailing Address", "Postal code", and "Phone Number". At the bottom are buttons for "Return", "Cancel", and "Continue".

In this screen, you can correct any name and address errors in a draft transfer.

For individual owners, you can change **Owner's Last Name**, **First Name**, **Second Name**, or **Additional Names** fields.

---

**Tip**

If the new owner has more than one middle name, or if they use a suffix (e.g., Sr. or jr.) you can enter these in the Additional Names field. Do not use the Additional Names field to enter Mr, Mrs, or Ms.

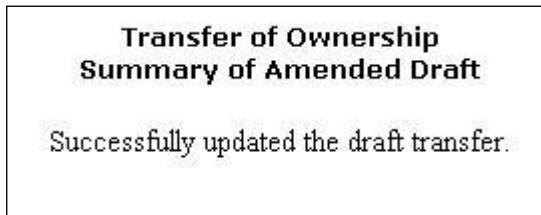
---

For organizations, you can change the **Organization Name** field.

You can change the mailing address fields for both individuals and organizations.

After making your corrections, click **Continue** to go to the Amend Transfer Details screen (see page 106).

## Summary of Amended Draft



This screen confirms that the draft has been amended.

To continue:

- click **Amend another draft transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction

## *Print Draft*

Use this transaction to print a draft (to review with a client, or to keep a copy for your records).

Click **Proceed** to continue to the Identify Manufactured Home screen (see page 108).

## Identify Manufactured Home

Transfer of Ownership Identify Manufactured Home	
Manufactured Home Number:	<input type="text"/>
Attention/Ref: <input type="text"/>	
<a href="#">Cancel</a>	<a href="#">Proceed </a>

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

#### Attention/Ref

If you have any information you would like to record on this filing, you may optionally enter a description or alphanumeric code. Whatever you enter in this field will appear on your Verification Statement.

Click **Proceed**.

## Print Summary of Draft

<p style="text-align: right;"><a href="#">Print</a></p> <p style="text-align: center;"><b>Transfer of Ownership</b> <b>Print Summary of Draft</b></p> <p>The following information was entered as a draft.</p> <p><i>MH Number: 002430 Make/Model: STAR Serial No: 1 Year: 2002</i></p> <p><i>Date of execution of the transfer instrument: October 30, 2005 Own Land: Y Declared value: \$20,000.00 Consideration: \$20000.00 Tenancy Type: JOINT TENANCY</i></p> <p>Name: SMITH, WILL Address: 1234 7TH AVENUE NORTH VANCOUVER, B.C. V2V 2V2</p> <p>Name: MINISTRY OF HEALTH Address: 1234 5TH AVENUE VICTORIA, B.C. V2V 2V2</p>	<p><a href="#">Print</a></p> <hr/> <p> <a href="#">Print another draft transfer</a></p> <p> <a href="#">Home</a> </p>
--	--

Click the **Print** button to print a copy of the draft transfer.

To continue:

- click **Print another draft transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

## **Delete Draft**

Use this transaction to delete a draft.

For example, if your client instructs you that the draft transfer will *not* be completed, use Delete Draft.

Click **Proceed** to go to the Identify Manufactured Home screen (see page 111).

## Identify Manufactured Home

Transfer of Ownership Identify Manufactured Home	
Manufactured Home Number: <input type="text"/>	
<a href="#">Cancel</a>	<a href="#">Proceed</a> 

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

Click Proceed.

## Delete a Draft (Verify)

Transfer of Ownership Delete a Draft	
Please confirm that this is the draft you wish to delete. <input type="button" value="Yes"/> <input type="button" value="No"/>	
<i>MH Number: 002430 Make/Model: STAR Serial No: 1 Year: 2002</i>	
<i>Date of execution of the transfer instrument: October 23, 2005 Own Land: Y Declared value: \$20,000.00 Consideration: \$20000.00 Tenancy Type: SOLE OWNER</i>	
<i>Name: BENDIX, RADDER Address: 3214 4TH AVENUE VANCOUVER, B.C. V2V 4G4</i>	
<a href="#">Return</a>	<a href="#">Cancel</a>

### Confirm Deletion

If you are sure that this is the draft that you want to delete, click Yes. Otherwise, click No.

#### Warning

Before you delete a draft transfer, review the information carefully to make sure you are deleting the correct draft.

## Delete a Draft (Confirmation)

<b>Transfer of Ownership</b> <b>Delete a Draft</b>	
Draft transfer for Manufactured Home number 002430 has been successfully deleted.	
<a href="#"> Delete another draft transfer</a>	<a href="#"><u>Home</u> </a>

This screen confirms that your draft transfer has been successfully deleted.

To continue:

- click **Delete another draft transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction

## ***Submit***

Use this transaction to register a draft transfer.

Once you have submitted a draft, you will no longer be able to amend it.

Click **Proceed** to go to the Identify Manufactured Home screen (see page 114).

## Identify Manufactured Home

Transfer of Ownership Identify Manufactured Home	
Manufactured Home Number:	<input type="text"/>
<a href="#">Cancel</a> <a href="#">Proceed</a> 	

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

Click **Proceed**.

## Submit

Transfer of Ownership Submit		
<i>MH Number:</i> 002145 <i>Make/Model:</i> X <i>Serial No:</i> X <i>Year:</i> 1990		
<i>Date of execution of the transfer instrument:</i> August 23, 2005		
<i>Own Land:</i> Y <i>Declared value:</i> \$25,000.00 <i>Consideration:</i> \$20000.00 <i>Tenancy Type:</i> JOINT TENANCY		
<i>Name:</i> SEGAL, STEPHEN NOODLES <i>Address:</i> 3456 9TH AVENUE MALLARDVILLE, B.C. S3S4G4		
<i>Name:</i> SMITH, BOB <i>Address:</i> 2345 FORT STREET VICTORIA, B.C. V2V 3U7		
On behalf of SAMPLE SEARCH TEST CO , I, <input type="text"/> certify that the information given on this Transfer of Ownership and in any documents attached is correct, complete and meets the requirements of the <i>Manufactured Home Act</i> and Regulations.		
 <a href="#">Return</a>	 <a href="#">Cancel</a>	 <a href="#">Pay &amp; File</a> 

Before you submit your draft transfer, review this screen carefully to ensure that all the information is correct.

### Certification

If everything is correct, enter your name to certify that you have checked the draft transfer and all accompanying documents.

When you click the **Pay & File** button, the draft will be registered and you will no longer be able to amend it (any subsequent corrections will have to be filed using a *Public Amendment*).

## Personal Property Liens

You will only see this screen if the home has outstanding liens registered in the Personal Property Register.

<b>Transfer of Ownership Personal Property Liens</b>	
<p>It has not been possible to submit the draft transfer due to outstanding liens registered in the Personal Property Register. Family Maintenance, Family Relations, BC Second Mortgage and Land Tax Deferment Liens stop transfer.</p> <p>Details of the liens can be found by doing Personal Property Register search.</p> <p>All liens must be removed before a draft transfer can be submitted.</p>	
<a href="#"> Submit another transfer</a>	<a href="#"><b>Home</b> </a>

Manufactured homes cannot be transferred until liens are discharged.

To continue:

- click **Submit another transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

## Summary of Transfer

[Print](#)

**Transfer of Ownership  
Summary of Transfer**

 BC Registry Services

Mailing Address:  
PO Box 9431 8th Prov Govt  
Victoria BC V8W 9V3  
[www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

Location:  
2nd Floor - 940 Blanshard St.  
Victoria BC  
Phone: 1 877 526-1526  
Fax: 250 387-3055

**Transfer Verification  
Manufactured Home Registry**

Attn/Ref #: Attn/Ref #:

SAMPLES.SEARCH&DEVL#  
4000 SEYMOUR  
VICTORIA BC V8X 2S8  
CANADA

M.H. Registration No.: 002493

Document Id: 10000456  
Document Type: Sale/Gift Transfer

Your document has been registered under the *Manufactured Home Act*, details of which appear below. If there are any errors or omissions please contact our office within thirty (30) days.

Document Registration No.: 00037248  
Document Registration Date and Time: October 15, 2007 08:54:01

---

New Registered Owner(s)

Name: SMITH, BOB  
Address: 8888 1ST AVENUE  
VANCOUVER, B.C.  
V7V 9V9

Tenancy type: SOLE OWNER

Company: SAMPLES.SEARCH&DEVL#  
Affirmed By: ROGER BOND

[Print](#)

---

 [Submit another transfer](#)  [Home](#) 

Click the **Print** to print a copy of the Transfer Verification.

To continue:

- click **Submit another transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

## *Re-Print*

Use this transaction to reprint a transfer permit.

Click **Proceed** to go to the Identify Manufactured Home screen (see page 114).

## Identify Manufactured Home

Transfer of Ownership Identify Manufactured Home	
Manufactured Home Number:	<input type="text"/>
<a href="#">Cancel</a>	<a href="#">Proceed</a> 

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

Click **Proceed**.

## Summary of Transfer

[Print](#)

**Transfer of Ownership  
Summary of Transfer**

 BC Registry Services

Mailing Address:  
PO Box 9431 9th Prov Govt  
Victoria BC V8W 9V3  
[www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

Location:  
2nd Floor - 940 Blanshard St.  
Victoria BC  
Phone: 1 877 526-1526  
Fax: 250 387-3055

**Transfer Verification  
Manufactured Home Registry**

Attn Ref #: Attn Ref #:

SAMPLES.SEARCH&DEVL#  
4000 SEYMOUR  
VICTORIA BC V8X 2S8  
CANADA

M.H. Registration No.: 002493  
Document Id: 10000456  
Document Type: Sale/Gift Transfer

Your document has been registered under the *Manufactured Home Act*, details of which appear below. If there are any errors or omissions please contact our office within thirty (30) days.

Document Registration No.: 00037248  
Document Registration Date and Time: October 15, 2007 08:54:01

---

New Registered Owner(s)

Name: SMITH, BOB  
Address: 8888 1ST AVENUE  
VANCOUVER, B.C.  
V7V 9V9

Tenancy type: SOLE OWNER

Company: SAMPLES.SEARCH&DEVL#  
Affirmed By: ROGER BOND

[Print](#)

---

 [Reprint another transfer](#)

 [Home](#) 

Click the **Print** to print a copy of the Summary.

To continue:

- click **Reprint another transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

## Transfer Due to Death of a Joint Tenant

The Transfer Due to Death of a Joint Tenant transaction lets you transfer a home following the death of one or more joint tenants. This transfer, and Transfer Due to a Sale or to a Beneficiary (see page 68), are the only transfer methods that can be done through MH Online. All other transfers (e.g. repossession, transfer to an Executor or Administrator) *must* be submitted to the MHR.

---

### Note

If any of the owners of the home have a tenant in common relationship with the joint tenants, then you cannot complete this transfer online. Instead, you must fill in the paper form and submit it to the Manufactured Home Registry.

---

Use the blue buttons to access different parts of the transfer transaction. You can:

- Draft New Transfer - draft a new transfer document. See page 122.
- Print Draft Transfer - print a draft (to review with a client, or to keep a copy for your records). See page 135.
- Delete Draft Transfer - delete the draft transfer document (for example, if you don't want to proceed with the transfer). See page 138.
- Submit Draft Transfer - submit the transfer document for registration. At this point, the owner information is updated at the MH Registry, your BC OnLine account is billed, and you can print your verification statement. See page 141.
- Re-Print - re-print the verification statement (if the original was lost or destroyed). See page 145.

---

### Note

You may only delete *draft* transfers. Once the transfer has been submitted, you may no longer delete it.

---

## *Draft New Transfer*

Click **Proceed**. You will go to the Identify Manufactured Home screen (see page 123).

## Identify Manufactured Home

Transfer Due to Death of a Joint Tenant Identify Manufactured Home	
Manufactured Home Number:	<input type="text" value="2708"/>
Attention/Ref:	<input type="text"/>
<a href="#"> Return</a> <a href="#"><u>Cancel</u></a> <a href="#"><u>Proceed</u> </a>	

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

#### Attention/Ref

If you have any information you would like to record on this filing, you may optionally enter a description or alphanumeric code. Whatever you enter in this field will appear on your Verification Statement.

Click **Proceed**.

## Verify Identity

Transfer Due to Death of a Joint Tenant Verify Identity		
<p>MH Number: 002708 Make/Model: TEST MODEL Serial No: QA224343 Year: 2003</p>		
<p>Location Dealer/Manufacturer: SAGE HILL DEVELOPMENT</p>		
<p>Street No: 144 Street Name: SAGE HILL STARS Town/City: SAGE HILL VILLAGE Prov: BC</p>		
<p>Current owners Tenancy Type: JT LAMB, GRIZELDA LAMB, TINA LAMB, CHRIS</p>		
<p>The current location information from the MH Registry is shown above. <input type="radio"/> Yes <input checked="" type="radio"/> No Does this location match the location for the home given on the Notice to Transfer or Change Ownership form?</p>		
<p>The current ownership information from the MH Registry is shown above. The name on the death certificate must match the name displayed above EXACTLY. Is it correct? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>		
<p>Is the manufactured home located on land that the homeowners own, <input type="radio"/> Yes <input checked="" type="radio"/> No or on which they have a registered lease of 3 years or more?</p>		
<p>Declared value of Home (Market/Assessed): \$ <input type="text"/> .00</p>		
<input type="button" value="Return"/>	<input type="button" value="Cancel"/>	<input type="button" value="Proceed"/>

Accurate MH Registry data benefits all users. As a qualified supplier, it is your responsibility to ensure the integrity and accuracy of data in the Manufactured Home Register. It is important that you correct any mistakes that you come across.

Please review the information that you have been provided, paying special attention to the home's location and ownership.

### Confirm Location

If the home location shown on the screen matches the location on the Notice to Transfer or Change Ownership form, click **Yes**. If you click **No** you will go to the Location of Home screen (see page 126).

### Confirm Ownership

If the owner names shown on the screen match the owner names on the Notice to Transfer or Change Ownership form, *and* the name of the deceased person(s) on the death certificate, click **Yes**. If you click **No** you will go to the Current Owners screen (see page 128).

### Confirm Land Status for Tax Purposes

If the home is located on land that the homeowners own, or on which the homeowners have a registered lease of three years or more, click **Yes**. Otherwise, click **No**. This helps BC Assessment to assess the home for tax purposes.

### Declared value of Home (Market/Assessed)

Indicate the declared value of the home.

If you answered **Yes** to the first two questions, and have entered the declared value of the home, you will go to the Remove Deceased Owner (see page 129).

Click **Proceed**.

## **Location of Home**

### **Transfer Due to Death of a Joint Tenant Location of Home**

Prior to a transfer of ownership being registered you must ensure that the location of the home matches the Register.

#### **Tips.**

Check that the MHR number you have is the correct one for the home being transferred.

Check with your client that the location of the home as supplied is correct. This must include

- the civic address  
**and**
- the MH park name and pad number **or** the legal land description **or** manufacturer/dealers lot **or** Indian reserve details.

if either

- the civic address is incorrect or incomplete  
**or**
- the pad or park name is incorrect or incomplete  
**or**
- the legal land description is incorrect or incomplete  
**or**
- Indian reserve details are incorrect or incomplete

**and** home has not moved

complete an 'Application to Correct the Manufactured Home Register' form and fax to the Registry. This will need to be processed before the transfer can be registered.

If the location information is incorrect then it is possible that the home has been moved without a transport permit. You will need to complete a 'Change in Registered Location of a Manufactured Home' form and submit it to the Registry prior to registering your transfer.

 [Return](#)

[Cancel](#)

You will only see this screen if you indicated that the registered location did *not* match the location in the Notice to Transfer or Change Ownership.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (you may be looking at the wrong home).
- Check with your client that the location of the home as supplied is correct. This must include
  - the civic address **and**
  - the MH park name and pad number **or** the legal land description **or** manufacturer/dealers lot **or** Indian reserve details.
- If any of the following conditions is true:
  - the civic address is incorrect or incomplete **or**
  - the pad or park name is incorrect or incomplete **or**
  - the legal land description is incorrect or incomplete **or**
  - Indian reserve details are incorrect or incomplete
- **and** the home has not moved, complete an "Application to Correct the Manufactured Home Register" form (FIN735) and fax it to the Registry. See Manufactured Home Registry Forms on page 154. This will need to be processed before the transfer can be registered.
- If the location information is incorrect then it is possible that the home has been moved without a transport permit. You will need to complete a "Change in Registered Location" form (FIN713) and submit it to the Registry prior to registering your transfer. See Manufactured Home Registry Forms on page 154.

If you need assistance, please contact the MH Registry. See Further Assistance on page 154.

## **Current Owners**

### **Transfer Due to Death of a Joint Tenant Current Owners**

Prior to a transfer of ownership being registered you must ensure that the owners shown on the register are correct.

**Tips.**

Check that the MH number you have is the correct one for the home being transferred.

The Manufactured Home Registry requires full legal names of owners. If the Death Certificate shows a slight variation of the name then a Statutory Declaration is required. For example the register states John Smith and the Death Certificate shows John Robert Smith. The Statutory Declaration can be sworn by someone that can verify that the person on the register and the deceased are the same person, for example, the remaining joint tenant, family member or the lawyer. The originally signed Statutory Declaration must be retained with the other transfer documents.

If the registered owners are not the same contact the MH registry for advice.

 [Return](#)

[Cancel](#)

You will only see this screen if you indicated the name of the deceased owner was *not exactly* the same as the name on the Death Certificate.

Here are a few things to try before you contact the Manufactured Home Registry.

- Check that you entered the MH Number correctly (if you entered the wrong number, you may be looking at the wrong home).
- Check that the MH number you have is the correct one for the home being transferred.
- If the registered owners are not the same as shown, contact the MH Registry for advice. See Further Assistance on page 154.

## Remove Deceased Owner(s) from Register

Transfer Due to Death of a Joint Tenant Remove Deceased Owner(s)	
<b>Owner</b>	<b>Indicate owner(s) to be removed</b>
LAMB, GRIZELDA	<input type="checkbox"/>
LAMB, TINA	<input type="checkbox"/>
LAMB, CHRIS	<input type="checkbox"/>
<a href="#"> Return</a> <a href="#"> Cancel</a> <a href="#"> Proceed</a>	

This screen lists all currently registered owners.

Click the name(s) of the deceased owner(s) to remove them from the register.

---

**Note**

At least one owner must remain on the title of the home.

---

Click **Proceed**. You will go to the Verify Details screen (see page 130).

## Verify Details

Transfer Due to Death of a Joint Tenant Verify Details		
Details for LAMB, GRIZELDA		
Was the death certificate issued in Canada or the U.S.? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Do you have an original or certified copy of the death certificate? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Death certificate number:	<input type="text"/>	
Date of death:	<input type="text"/>	(CCYYMMMD)
<a href="#">Return</a>		<a href="#">Cancel</a>
		<a href="#">Proceed</a>

On this screen, fill in the details regarding the death certificate.

**Confirm death certificate is issued in Canada or the U.S.**  
If the death certificate was issued in Canada or the U.S., click **Yes**. If you click **No**, you will go to the Death Certificate Not Issued in Canada or United States screen (see page 131).

**Confirm death certificate is an original or a certified copy**  
If the death certificate is an original, or a certified copy, click **Yes**. If you click **No**, you will go to the Death Certificate Not an Original or Certified Copy screen (see page 132).

**Death certificate number**

Enter the certificate number printed on the death certificate.

**Date of death**

Enter the date of death printed on the death certificate, in the format CCYYMMMD (e.g., 2005Mar25).

Click **Proceed**.

## **Death Certificate Not Issued in Canada or United States**

<b>Transfer Due to Death of a Joint Owner Death Certificate</b>
<p>To transfer a manufactured home out of the name of a deceased owner to the surviving joint tenant(s), a death certificate must be obtained. The death certificate must have been issued by a Vital Statistics office in Canada or the U.S.</p> <p>The following documents are NOT ACCEPTABLE:</p> <ul style="list-style-type: none"><li>• Statement of death</li><li>• Proof of death</li><li>• Cremation certificate issued by a funeral director</li></ul> <p>If the death certificate you have was issued outside of Canada or the United States, you cannot process the transfer electronically through MH Online. Instead, please send the Notice of Transfer form and an original or certified copy of the death certificate to the Manufactured Home Registry, along with the \$50.00 fee.</p> <p>If the death certificate is not in English, a translation performed by an accredited translator must be obtained.</p> <p>For more information contact the Manufactured Home Registry.</p>
<a href="#"> Return</a> <a href="#">Cancel</a>

You will only see this screen if you indicated that the death certificate you have was not issued in Canada or the United States.

If the death certificate you have was issued outside of Canada or the United States, you cannot process the transfer electronically through MH Online. Instead, please send the following to the Manufactured Home Registry:

1. the Notice of Transfer form
2. an original or certified copy of the death certificate, and
3. the \$50.00 filing fee.

To pay the filing fee, you can include a cheque (payable to the Minister of Finance) or you can provide your BC OnLine account number, so that your account can be debited.

---

### **Important**

If the death certificate is not in English, a translation performed by an accredited translator must be obtained.

---

For more information, contact the MH Registry. See Further Assistance on page 154.

## **Death Certificate Not an Original or Certified Copy**

<b>Transfer Due to Death of a Joint Owner Death Certificate</b>	
<p>To transfer a manufactured home out of the name of a deceased owner to the surviving joint tenant(s), an original or certified copy of the death certificate must be obtained. The death certificate must have been issued by a Vital Statistics office in Canada or the U.S.</p> <p>The following documents are NOT ACCEPTABLE:</p> <ul style="list-style-type: none"><li>• Statement of death</li><li>• Proof of death</li><li>• Cremation certificate issued by a funeral director</li></ul> <p>For more information contact the Manufactured Home Registry.</p>	
<a href="#"> Return</a>	<a href="#"> Cancel</a>

You will only see this screen if you indicated that the death certificate you have was not an original or a certified copy. Before you can transfer a manufactured home out of the name of a deceased owner to the surviving joint tenant(s), you must obtain an original or certified copy.

The following documents are *not* acceptable:

- statement of death
- proof of death
- cremation certificate issued by a funeral director

### **Important**

The death certificate must have been issued by a Vital Statistics office in Canada or the United States.

For more information, contact the MH Registry. See Further Assistance on page 154.

## Current Owner(s) Verify Details

Transfer Due to Death of a Joint Tenant Verify Details	
For <b>current owner</b> , if you have had a change of address please enter your current mailing address.	
<b>Current Owner:</b>	LAMB, TINA
<b>Mailing Address:</b>	789 FOREST AVENUE DUNCAN, BC CANADA  <input type="text"/>
<b>Postal Code:</b>	V8V8V8
<a href="#"> Return</a> <a href="#"> Cancel</a> <a href="#"> Proceed</a> <a href="#"></a>	

If the mailing address of the current owner(s) has changed, you can update the address fields with the current mailing address. Delete the old address and type in the new information.

This screen will appear once for each surviving joint tenant.

Click **Proceed**.

## Draft Summary

<b>Transfer Due to Death of a Joint Tenant Draft Summary</b>	<a href="#">Print</a>
<p>The following draft transfer showing details of new ownership has been created on November 29, 2007 at 09:20:48.</p> <p><i>MH Number: 002708 Make/Model: TEST MODEL Serial No: QA224343 Year: 2003</i></p> <p><i>Own Land: Y Declared value: \$60000.00 Tenancy Type: JOINT TENANCY</i></p> <p>Name: LAMB, TINA LAMB, CHRIS</p> <p>Address: 789 FOREST AVENUE DUNCAN, BC CANADA V8V8V8</p>	
<a href="#">Print</a>	
<a href="#"> Create another draft transfer</a>	<a href="#">Home</a> 

You have completed drafting the transfer. Your draft will remain on the system for 30 days.

---

### Tip

If you discover errors in the information you have entered, you can delete the draft transfer and start over.

---

If, for some reason, you decide not to proceed with the transfer, please delete the draft (see Delete Draft Transfer on page 138).

To continue:

- click **Create another draft transfer**, or
- click **Home**, or
- use the menu in the blue bar to the left to select another transaction.

## *Print Draft Transfer*

Use this transaction to print a draft (to review with a client, or to keep a copy for your records).

Click **Proceed** to go to the Identify Manufactured Home screen (see page 136).

## Identify Manufactured Home

Transfer Due to Death of a Joint Tenant Identify Manufactured Home	
Manufactured Home Number:	<input type="text" value="2708"/>
Attention/Ref:	<input type="text"/>
<a href="#">Cancel</a>	<a href="#">Proceed</a> 

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

#### Attention/Ref

If you have any information you would like to record on this filing, you may optionally enter a description or alphanumeric code. Whatever you enter in this field will appear on your Verification Statement.

Click **Proceed**.

## Print Summary of Draft

<a href="#">Print</a>	
<p style="text-align: center;"><b>Transfer Due to Death of a Tenant</b> <b>Print Summary of Draft</b></p>	
<p>The following information was entered as a draft.</p>	
<p><i>MH Number:</i> 002708 <i>Make/Model:</i> TEST MODEL <i>Serial No.:</i> QA224343    <i>Year:</i> 2003</p>	
<p><i>Own Land:</i> Y    <i>Declared value:</i> \$60,000.00 <i>Tenancy Type:</i> JOINT TENANCY</p>	
<p><i>Name:</i> LAMB, TINA LAMB, CHRIS</p>	
<p><i>Address:</i> 789 FOREST AVENUE DUNCAN, BC CANADA V8V8V8</p>	
<a href="#">Print</a>	
<a href="#"> Print another draft transfer</a>	<a href="#">Home</a> <a href="#"></a>

Click the **Print** button to print a copy of the draft transfer.

To continue:

- click **Print another draft transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

## ***Delete Draft Transfer***

Use this transaction to delete a draft.

For example, if, for some reason, you decide not to proceed with a draft transfer, use Delete Draft.

Click **Proceed** to go to the Identify Manufactured Home screen (see page 139).

## Identify Manufactured Home

Transfer Due to Death of a Joint Tenant Identify Manufactured Home	
Manufactured Home Number:	<input type="text" value="2708"/>
<a href="#">Cancel</a>	<a href="#">Proceed</a> 

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

---

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

---

Click **Proceed**.

## Delete a Draft (Verify)

**Transfer Due to Death of a Tenant**  
**Delete a Draft**

Please confirm that this is the draft you wish to delete.

MH Number: 002708  
Make/Model: TEST MODEL  
Serial No: QA224343 Year: 2003

Own Land: Y Declared value: \$60,000.00  
Tenancy Type: JOINT TENANCY

Name: LAMB, TINA  
LAMB, CHRIS

Address: 789 FOREST AVENUE  
DUNCAN, BC  
CANADA  
V8V8V8

### Confirm Deletion

If you are sure that this is the draft that you want to delete, click Yes. Otherwise, click No.

### Warning

Before you delete a draft transfer, review the information carefully to make sure you are deleting the correct draft.

## Delete a Draft (Confirmation)

**Transfer Due to Death of a Tenant**  
**Delete a Draft**

Draft transfer for Manufactured Home number 002708 has been successfully deleted.

This screen confirms that your draft transfer has been successfully deleted.

To continue:

- click **Delete another draft transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction

## ***Submit Draft Transfer***

Use this transaction to register a draft transfer.

When you register the draft transfer, the owner information will be updated at the MH Registry, your BC OnLine account will be billed, and you can print your verification statement.

Click **Proceed** to go to the Identify Manufactured Home screen (see page 142).

## Identify Manufactured Home

Transfer Due to Death of a Joint Tenant Identify Manufactured Home	
Manufactured Home Number: <input type="text" value="2544"/>	
<a href="#">Cancel</a>	<a href="#">Proceed</a> 

### Manufactured Home

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

---

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

---

Click **Proceed**.

## Submit

<b>Transfer Due to Death of a Joint Tenant</b>		
<b>Submit</b>		
MH Number: 002544 Make/Model: STAR Serial No:23432 Year: 2003		
Own Land: Y Declared value: \$75,000.00 Tenancy Type: JOINT TENANCY		
Name:	OWNER, TWO	
Address:	456 ABC STREET VICTORIA BC V1V 1V1	
Name:	OWNER, THREE	
Address:	789 ABC STREET VICTORIA BC V1V 1V1	
On behalf of SAMPLES.SEARCH&DEVL# , I, <input type="text"/> certify that the information given on this Transfer of Ownership and in any documents attached is correct, complete and meets the requirements of the <i>Manufactured Home Act</i> and Regulations.		
 <a href="#">Return</a>	 <a href="#">Cancel</a>	 <a href="#">Pay &amp; File</a> 

Before you submit your draft transfer, review this screen carefully to ensure that all the information is correct. Click **Return** to go back to previous screens if you want to change the information.

### Certification

If everything is correct, enter your name to certify that you have checked the draft transfer and all accompanying documents.

When you click the **Pay & File** button, the draft will be registered (any subsequent corrections will have to be filed using a *Public Amendment*).

## Summary of Transfer

Transfer Due to Death of a Joint Tenant Summary of Transfer		<a href="#">Print</a>
 BC Registry Services		
		Mailing Address: PO Box 9431 5th Prov Govt Victoria BC V8W 9V3 <a href="http://www.bcregistryservices.gov.bc.ca">www.bcregistryservices.gov.bc.ca</a>
		Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 387-3099
<b>Transfer Verification</b> Manufactured Home Registry		
Attn/Ref #: <b>SAMPLES SEARCH&amp;DEVL#</b>		
M.H. Registration No.: <b>002544</b>		
4000 SEYMOUR VICTORIA BC V8X 2S8		
Document Id: 10000497 Document Type: Death Certificate		
CANADA		
Your document has been registered under the <i>Manufactured Home Act</i> , details of which appear below. If there are any errors or omissions please contact our office within thirty (30) days.		
<b>Document Registration No.: 00037270</b> <b>Document Registration Date and Time:</b> November 29, 2007 09:55:58		
<hr/> <b>Registered Owner(s)</b>		
Name: OWNER, TWO Address: 456 ABC STREET VICTORIA BC V1V 1V1		
Name: OWNER, THREE Address: 789 ABC STREET VICTORIA BC V1V 1V1		
Tenancy type: JOINT TENANTS		
Company: SAMPLES.SEARCH&DEVL# Affirmed By: BOSWELL SMITH		
<a href="#">Print</a>		
	<a href="#">Submit another transfer</a>	<a href="#">Home</a> 

Click the **Print** to print a copy of the Transfer Verification.

To continue:

- click **Submit another transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

## *Re-Print*

Use this transaction to reprint a transfer verification statement.

Click **Proceed** to go to the Identify Manufactured Home screen (see page 146).

## Identify Manufactured Home

Transfer Due to Death of a Joint Tenant Identify Manufactured Home	
Manufactured Home Number:	<input type="text" value="2493"/>
<a href="#">Cancel</a>	<a href="#">Proceed </a>

### Manufactured Home Number

Identify the manufactured home by entering the MH Number. It is not necessary to enter leading zeroes.

#### Tip

If you don't know the MH Number, you can perform a Search by Individual Owner Name (see page 7), Search by Organization Owner Name (see page 8) or Search by Serial Number (see page 9).

Click **Proceed**.

## Summary of Transfer

<b>Transfer of Ownership Summary of Transfer</b>		<a href="#">Print</a>
 BC Registry Services		
Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 <a href="http://www.bcregistryservices.gov.bc.ca">www.bcregistryservices.gov.bc.ca</a>		Location: 2nd Floor - 940 Blanshard St. Victoria BC Phone: 1 877 526-1526 Fax: 250 387-3055
<b>Transfer Verification Manufactured Home Registry</b>		
Att/Ref #:		
SAMPLES.SEARCH&DEVL# 4000 SEYMOUR VICTORIA BC V8X 2S8 CANADA	M.H. Registration No.: 002493	
	Document Id: 10000456	
	Document Type: Sale/Gift Transfer	
Your document has been registered under the <i>Manufactured Home Act</i> , details of which appear below. If there are any errors or omissions please contact our office within thirty (30) days.		
Document Registration No.: 00037248		
Document Registration Date and Time: October 15, 2007 08:54:01		
<hr/>		
New Registered Owner(s)		
Name: SMITH, BOB		
Address: 8888 1ST AVENUE VANCOUVER, B.C. V7V 9V9		
Tenancy type: SOLE OWNER		
Company: SAMPLES.SEARCH&DEVL#		
Affirmed By: ROGER BOND		
<a href="#">Print</a>		
<a href="#"> Reprint another transfer</a>	<a href="#">Home</a>	<a href="#"></a>

Click the **Print** to print a copy of the Summary.

To continue:

- click **Reprint another transfer**, or
- click **Home** to continue with other Transfer transactions, or
- use the menu in the blue sidebar on the left to access another MH Online transaction.

# Documents Not Filed Online

## Documents Not Filed Online Overview

The documents that can be filed electronically in the Manufactured Home Registry are listed on the Home Page. To return to the Home Page, click the Cancel Button.

However, if the document that you would like to file is not displayed on the Home Page, then you must submit it on a paper form. To display the list of paper forms available click [here](#). Instructions are included on how to fill in and submit the forms.

[Cancel](#)

If the document you would like to file is not displayed on the Home Page, you must submit it on a paper form.

To display the list of paper forms available, and for instructions on how to fill in and submit the forms, visit the Manufactured Home Registry Forms page at <http://www.bcregistryservices.gov.bc.ca/bcreg/mhrpg/mhforms.page?>.

# **Appendix**

## *Tips*

### **General Warnings**

- It is best to use the "Return" button or link within the MH Online application, instead of the "back" button in the browser. The "back" button will occasionally produce an error.
- Do not use the "refresh" or "reload" button in the browser; doing so will reload the BC OnLine home page and end your MH Online session.

### **General Notes**

- In general, avoid punctuation when entering information in MH Online form fields.
- Some fields in the MH Online forms are optional, including the "inch" field when referring to a home's dimensions, and some phone number fields. It is best to include as much detail information as possible, but if the information is not immediately available, these fields may be left blank.
- Use full legal names, not abbreviations, initials, or nicknames.

### **Working Faster and More Efficiently**

- Leading zeroes are not required for MH Numbers.
- In many browsers, pressing the "enter" or "return" key has the same effect as clicking the "proceed" button in the MH Online application. Be sure to complete all required fields before using the "enter" or "return" key this way.
- Many browsers allow tabbing between form fields. Press the "tab" key to move from field to field in an MH Online form. If your browser also highlights buttons, use the "return" key to select the radio button or checkbox. In this way it is possible to complete many transactions using just the keyboard.
- Some browsers support an "autofill" function for form fields, that automatically fills in form fields based on previously entered information. Using this autofill function may speed data entry in some cases.

### ***Printing***

Use the browser's print function to print confirmation screens. Refer to the browser's documentation for more information.

For pages in the Adobe Acrobat format, use the print function built in to the Acrobat plugin, or Acrobat Reader, or other software that you use to view Adobe Acrobat formatted files. See the documentation for this software for more information, or visit the Adobe website.

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#### **Tip**

To save and print a file later, right click (or control click on a Macintosh) on the link to the Acrobat (.pdf) file, and select "Save File As..." or a similar command from the popup menu.

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## ***Manufacturer's Profile***

The manufacturer's profile applies only to the "manufacturer" Types of MH Online Users.

Manufacturers' provide name and address information as part of the sign up process for MH Online. This information is held in the manufacturer's profile, and is used to pre-fill some form information during MH Online transactions.

## ***Types of MH Online Users***

Transactions fall into two groups: Open and Restricted. Any user with a BC OnLine account may access the Open transactions, which include the search and transport permit transactions where applicable. Access to the Restricted transactions depends on enrollment as a Qualified Supplier.

## ***Types of Qualified Suppliers***

There are several types of users of the MH Online system, including all BC OnLine users, and Qualified Suppliers. The Qualified Supplier category includes sub-categories of lawyers and notaries, home manufacturers, and other users referred to as "Service Providers."

### **Lawyers & Notaries**

This group is open to lawyers and notaries practicing in B.C.

Lawyers and notaries who enroll as qualified suppliers may access the Open transactions (search and transport permit) and the Restricted transactions (transfer and residential exemption). If a home is on a dealer's or manufacturer's lot, the transport permit is Open. All other homes are Restricted. Lawyers and Notaries can access both types.

Members of this group already meet several of the requirements for a qualified supplier. However, an enrollment process is necessary to allow for an agreement to include the following points:

1. All suppliers must have a BC OnLine account.
2. Key documents will no longer be sent to the Manufactured Home Registry, but stored. See Document Storage (For Qualified Suppliers Only) for more. .

### **Service Providers**

Service providers are approved by the Manufactured Home Registry to offer services to any third party including the general public, lawyers, and notaries.

Service providers may access the Open transactions of search and all transport permits, and additionally, the Restricted transactions of transfer and residential exemption.

To become a Service Provider, you must apply to the MH Registry. Applicants must demonstrate that they meet the following requirements:

1. All suppliers must be registered to conduct business in British Columbia.
2. All suppliers must have a BC OnLine account.
3. All suppliers must have an overall understanding of the *Manufactured Home Act*, regulations, and procedures pertaining to the filing of documents online.
4. All suppliers must demonstrate comprehensive general liability coverage of \$1,000,000.
5. Key documents will no longer be sent to the Manufactured Home Registry, but stored. See Document Storage (For Qualified Suppliers Only) for more. .

Successful applicants will then sign an agreement with the Registry which lays out the responsibilities being undertaken.

## **Manufacturers**

This group consists of manufactured home producers.

All manufacturers will be enrolled as qualified suppliers. They will be able to access the Open transactions of search and transport permit and the Restricted transactions of registration and transfer. Manufacturers will only be allowed to register transfers for homes where they are the current owner.

Members of this group already meet several of the requirements for a qualified supplier. However, an enrollment process is necessary to allow for an agreement to include the following points:

1. All suppliers must have a BC OnLine account.
2. All suppliers must demonstrate comprehensive general liability coverage of \$1,000,000, as determined by the Manufactured Home Registry.
3. Key documents will no longer be sent to the Manufactured Home Registry, but stored. See Document Storage (For Qualified Suppliers Only) for more. .

## ***Document Storage (For Qualified Suppliers Only)***

Key documents such as the bill of sale and signed forms are not sent to the Manufactured Home Registry. Instead they are retained by, or on behalf of, the submitting party and stored for seven years to meet document storage requirements. Within this seven-year period, the submitting party must be able to provide a copy or certified copy, at the fee levels set by the registrar, on request, within a seven-day turnaround.

### **Date Format**

The date format for all MH Online form fields is CCYYMMMD.

For example: 2005DEC08

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#### **Note**

The month is alphabetic characters (not numeric). The day is always two characters, which may require the insertion of a leading zero as in the example.

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## *Freedom of Information Act and MH Online*

The personal information contained in the MH Registry is made available to the public under the authority of the *Manufactured Home Act*.

Questions about the collection or use of this information can be directed to the Administrative Analyst, Corporate and Personal Property Registries.

PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

Telephone: 1-877-526-1526

## *Acrobat Reader and Plug-in*

Some of the output for MH Online is in Adobe Acrobat (.pdf) format. Use the Acrobat plug-in, or Acrobat Reader, or other software to view these files. See the Adobe Acrobat documentation for more information, or visit the Adobe website.

## *Province and State Codes*

### Provinces

<b>Province</b>	<b>Abbreviation</b>
Alberta	AB
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT

### States

<b>State</b>	<b>Abbreviation</b>
Washington	WA
Alaska	AK
Idaho	ID
Montana	MT

## **Further Assistance**

If you require further assistance, please contact us.

### **Physical Location**

Manufactured Home Registry  
2nd Floor  
940 Blanshard Street  
Victoria, British Columbia

### **Mailing Address**

PO Box 9431  
Stn Prov Govt,  
Victoria BC V8W 9V3

### **Office Hours**

Monday to Friday 8:30 a.m. to 4:30 p.m. (excluding statutory holidays)

### **General Information Line**

Phone: 1-877-526-1526  
Fax: 250 387-3055

### **Manufactured Home Registry Forms**

The Manufactured Home Registry maintains a web site where you can download and print, to your own printer, most of the common forms filed with the Manufactured Home Registry.

<http://www.bcregistryservices.gov.bc.ca/bcreg/mhrpg/mhforms.page?>

# Glossary

## address

The postal address of the home owner.

## agent

A person or organization that acts as the representative of the owner or purchaser.

**Note:** to sign a transfer document, a special type of agent is required: an attorney acting under power of attorney.

## attention/reference number

A name, number, or other alphanumeric phrase that can be filled in at the discretion of the user. Not recorded by the MH Registry, this field is intended solely for the convenience of the MH Online user. Whatever a user enters in this field will appear on printed materials as "Attn/Ref#". Frequently used to indicate a file number or a client name.

Not to be confused with the BC OnLine Folio, which serves a similar function, but appears on your BC OnLine statement.

## bill of sale transfer

The MH Registry transaction that registers a change of ownership due to the sale of a home.

## bunkhouse

A manufactured home owned or leased by an employer, to provide sleeping accommodation for 2 or more employees during the term of their employment.

## business name

A provincially incorporated company must have the words "Limited", "Incorporated", or "Corporation" (or their French equivalent) at the end of its name. These words are interchangeable with their abbreviations: "Ltd.", "Inc.", and "Corp.". For the purposes of the MH Registry, business names should be entered as they appear on the incorporation certificate.

See the *Business Corporations Act* for more information.

## circa

From the Latin, meaning "around", or "approximately".

**Note:** It should be used when a date is estimated or approximate, for example, circa 1978 means "around 1978", so it might be 1977, 1978 or 1979.

## civic address

The address assigned to the real property by the municipality or district.

For example:

Street Number, Street Name

City/Town

Province

**consideration**

Monetary and non-monetary payment (e.g., "love and affection" or "\$20,000 plus Ford pickup truck").

**CPPR**

An acronym for the Corporate and Personal Property Registries.

**CSA approval number**

A number which signifies compliance with standards established by the Canadian Standards Association (CSA).

**CSA Standard**

The building standards for manufactured homes set by the Canadian Standards Association. There are several standards, including the Z240, M92, and A277-01 that may apply to manufactured homes.

**declared value**

Functionally equivalent to the market value of the home; what the home would be expected to sell for on the open market.

**design year**

A manufacturer's designation, commonly known as "model year" (not necessarily the calendar year in which the home was manufactured).

**double wide**

A home moved in 2 sections, whether or not those sections are assembled parallel to each other or in another configuration (for example, an "L" or "T" shaped floor plan).

**Engineer's report**

A report specific to each manufactured home, prepared by an engineer accredited and registered with the Association of Professional Engineers and Geoscientists of the Province of British Columbia. The report certifies that the home meets all of the building standards under the *Manufactured Home Act and Regulations*.

**estate**

All assets and liabilities left by a person after his or her death.

**executor/executrix**

The person named in a will to take charge of disposing or distributing the estate according to the directions left by the person who made the will.

**fee**

Fees for all MH Online transactions are set by the MH Registry, and tracked and billed by BC OnLine.

A fee schedule is available.

There is a small surcharge for BC OnLine transactions.

**folio**

An alphanumeric phrase that can be filled in at the discretion of the user. Not used or recorded by the MH Registry, this field is intended solely for the convenience of the BC OnLine user. Whatever a user enters in this field will appear on your BC OnLine statement. Frequently used to indicate a file number or a client name.

Not to be confused with the MH Online attention/reference field, which serves a similar function, but appears on printed materials from the MH Registry.

**Indian Act Band**

An Indian Band incorporated or continued under the *Indian Act* on application to the Minister of Indian and Northern Affairs.

As distinguished from a Self Government Act Band and/or a Treaty Band.

**Indian Band**

A general term referring to an Indian Act Band, a Self Government Act Band, or a Treaty Band.

**initial registration**

The transaction that registers a home with the Manufactured Home Registry.

**interest**

In the context of the MH Registry, "interest" is a portion of ownership of a home. For example, two tenants in common sharing a home equally would each have a 1/2 (one half) interest.

**joint tenancy**

Co-ownership with a right of survivorship in the interest(s) of the other joint owner(s).

**land district**

The primary division of land beneath the province in a legal description. The province is divided into seven land districts: Kamloops, Nelson, New Westminster, Prince George, Prince Rupert, Vancouver, and Victoria.

**land title system**

A title registration system that records ownership, liens, and charges of land. For more information, see the *Land Title Act*.

**length**

A measurement of a home, or home section, end to end, in feet and inches.

**Note:** length does not include the hitch length.

**lien**

A legal claim arising from a debt or duty or a security interest created by a mortgage or a security agreement..

**Note:** Some liens prevent the MH Registry from transferring ownership or issuing a transport permit until the lien is discharged in the Personal Property Registry, or until it is otherwise proved that the situation is acceptable.

**location**

The civic address of the manufactured home, and either:

park name and pad number, or  
dealer/manufacturer name, or  
legal description of land.

**Land Title Office**

The office where records of land titles are maintained.

For more information, see the Land Title Office website.

**make/model**

The name assigned to a product line by a manufacturer. Where there is no name, a model number may be substituted.

**manufactured home**

A manufactured home is any structure (whether equipped with wheels or not) that is designed, constructed, or manufactured to provide a dwelling house or premises.

A manufactured home can be either a mobile home or a modular home.

**Manufactured Home Registry**

A unit of the Corporate and Personal Property Registries, which is a unit of the Ministry of Finance of British Columbia.

Also known as the MH Registry.

**manufacturer**

The company that originally produced a manufactured home.

**MH Number**

A short name for the *MH Registry Registration Number*. This number is assigned to a home at the time of registration, and appears on the decals affixed to the home.

**MH Registry**

A short name for the Manufactured Home Registry.

**MH Registry Registration Number**

The 6 digit number that uniquely identifies a manufactured home in the Manufactured Home Registry. This number is assigned to a home at the time of registration, and appears on the decals affixed to the home.

**minor**

Someone who has not reached the age of majority, which is 19 years old in British Columbia.

**Note:** Unless an individual has been declared by the courts to be an emancipated minor (which allows a minor to act as an adult) or unless other special conditions are in force, a minor cannot make a contract except for necessities, for example, a minor cannot sell a home.

## **Mobile Home Act**

The *Manufactured Home Act* was originally known by this name.

### **model year**

A manufacturer's designation, sometimes known as "design year" (not necessarily the calendar year in which the home was manufactured).

### **modular home**

Before March 1979, there was a distinction drawn between *modular* homes and *manufactured* homes. Since then, the two have been treated as the same under the *Manufactured Home Act*. Generally speaking, the A277 C.S.A. Standard applies to these homes.

A home that is built in sections to be assembled on site, and is not necessarily designed to be moved thereafter. No distinction is drawn between these and *mobile homes*.

### **name**

A party's full legal name: first, middle (if applicable), and last.

### **owner**

The home owner.

### **owner's status**

Indicated in the search index screen as either A for Active or H for Historical.

### **pad**

A parcel of land within a manufactured home park, upon which a manufactured home is kept.

### **park name**

The name of the manufactured home park.

### **permit number**

The registration number assigned to a transport permit.

## **Personal Property Registry search**

A query to the Personal Property Registry (PPR), which contains charges registered against personal property, including manufactured homes.

## **Personal Property Registry**

The Personal Property Registry (PPR) contains charges registered against personal property, including manufactured homes.

### **personalty**

A legal term meaning personal property, or anything that is not real property.

### **PID number**

An acronym for the **Parcel IDentifier** number, from the Land Title System, a legal description of the land.

**Note:** Federal PID numbers cannot be used in the MH Registry.

The BC Assessment system and the Land Title System in BC OnLine may be used to search for PID numbers. The BC Assessment system allows searches for a PID number by civic address; the Land Title system allows searches for a PID number by owner name.

### **PPR Search**

A Personal Property Registry search.

### **Public Amendment**

The paper form *Application to Correct the Manufactured Home Register* (FIN735) is used to correct information on the Manufactured Home Register.

To obtain this form, go to the MH Registry's web page.

### **qualified supplier**

Users of the MH Online system authorized by the Manufactured Home Registry to provide selected services to the general public for a fee.

### **rebuilt**

A home that has been almost entirely reconstructed; a home so substantially changed in design and materials that it would be misleading to continue to describe it under its old description.

**Note:** although a second description may be added, the serial number always remains the same.

### **registered location**

The location of the manufactured home as it appears on the Manufactured Home Register.

### **registration number**

A short name for the MH Registry Registration Number. This number is assigned to a home at the time of registration, and appears on the decals affixed to the home.

### **renovated**

A home that has been updated or changed significantly, but is still recognizable under its old description.

### **residential exemption**

An order of the Registrar excluding a home from compliance with the Manufactured Home Act and Regulations, where the home and the land it sits on have at least one owner in common.

### **right of survivorship**

The right of a surviving joint owner to benefit equally with the other joint owners in the interest of a deceased joint owner.

### **searching party**

The party initiating the search of the Manufactured Home Registry.

**sections**

The number of units in which a manufactured home is moved. A home that is moved in two sections is called a double-wide. A home that is moved in three or more sections is called a multi-section.

**Self Government Act Band**

An Indian Band incorporated or continued under an Act of Parliament in which the band is given additional authority to govern itself and levy taxes on reserve lands.

**serial number**

A number issued sequentially by the manufacturer, uniquely identifying individual homes they produce.

**Note:** When entering serial numbers in MH Online, enter letters and numbers only. Do not include punctuation, spaces, or other characters.

**single wide**

A home moved in 1 section, as opposed to a double wide.

**sole owner**

An owner who does not share ownership of the home with any other individual or group.

**status**

Manufactured homes are classified by the MH Registry as:

registered

exempt

canceled

**submitting name**

The name of the party submitting the transaction.

**submitting party**

Can be a seller, a purchaser, or an authorized agent.

When completing a Transport Permit, the submitting party is always the person who is requesting the permit, *not* the qualified supplier.

**tenancy type**

The type of ownership and/or tenancy of the manufactured home.

**tenants in common**

A form of shared interest in the ownership of a home, where on the death of one owner, the deceased owner's interest does not automatically pass to the surviving owner. Instead, the interest passes to the deceased owner's personal representative (for example the executor of their will).

**tourist trailer**

A vehicle that is capable of being towed on its own wheels and undercarriage by a motor vehicle and that is **licensed or required to be licensed** as a trailer under the Motor Vehicle Act for **use on a highway**.

Also known as a travel trailer.

**transfer**

A change of ownership, usually through a sale.

**transport permit**

A permit to allow a home to be legally moved.

These permits are required so that the new location of a home may be recorded on the MH Register.

The permits also ensure that local taxes are paid before the home moves.

**travel trailer**

A vehicle that is capable of being towed on its own wheels and undercarriage by a motor vehicle and that is **licensed or required to be licensed** as a trailer under the Motor Vehicle Act for **use on a highway**.

Also known as a tourist trailer.

**Treaty Band**

An Indian Band incorporated or continued by a Federal Act of Parliament, and given additional powers under a subsequent treaty.

**width**

A measurement of a home (or home section) from side to side, in feet and inches.

**year of manufacture**

The calendar year in which construction of the manufactured home was completed.